

Adding a Grade in the Direct Column

1. Log into STI
2. Click on Gradebook – Click on the Course Number

The screenshot shows the 'Classroom' menu on the left with 'Grade Book' selected. The main area displays two dropdown menus: 'Course(s):' and 'Teacher(s):'. Below these is a table with columns 'Course.Section' and 'Description'.

Course.Section	Description
<input type="radio"/> 802100aa.083	HOMEROOM 08
<input type="radio"/> 210003.083	MATHEMATICS 08
<input type="radio"/> 210003.084	MATHEMATICS 08

3. Click on Student Averages

The screenshot shows the 'Scores' tab in the STI interface. It includes a 'Term' dropdown set to 'S2' and a 'Grading Per' dropdown set to '4th Nine W'. Below these are 'Category' and 'Standards' dropdowns, both set to '--- All ---'. A table lists student names and their corresponding scores.

Student	Student Name
<input type="checkbox"/> S8151...	BERRY, JORDAN ...
<input type="checkbox"/> S60419	Brewer, Jayden
<input type="checkbox"/> S8098...	CHAMBERS, AVA...
<input type="checkbox"/> S8303...	CREAR, ANTORIA ...
<input type="checkbox"/> S8097...	FIELDS, STEVEN ...
<input type="checkbox"/> S8148...	GOODGAIN, D'AN...

- Double click in the Direct Column beside the students name & under the grading period that needs to be added.

	Student	Student Name	1 - Avg 1		2 - A
			Avg	Direct	Avg
<input type="checkbox"/>	S815168	BERRY, JORDAN C...			93
<input type="checkbox"/>	S60419	Brewer, Jayden			
<input type="checkbox"/>	S809853	CHAMBERS, AYAN...			
<input type="checkbox"/>	S830370	CREAR, ANTORIA ...			
<input type="checkbox"/>	S809796	FIELDS, STEVEN L...			
<input type="checkbox"/>	S814813	GOODGAIN, D'AN...			
<input type="checkbox"/>	S825100	GORDON, CLENES...			
<input type="checkbox"/>	S815365	HILL, JEREMIAH I...			
<input type="checkbox"/>	S815949	Martin, Tyra Angel...			
<input type="checkbox"/>	S809344	MARTINEZ, BENJA...			
<input type="checkbox"/>	S814828	NICHOLSON, PAT...			
<input type="checkbox"/>	S814810	PARADISE, KIJUN...			
<input type="checkbox"/>	S17184	PILLADO, JOHNAT...			
<input type="checkbox"/>	S814803	PITTS, JASMINE N			
<input type="checkbox"/>	S23994	Scroggins, Silna Faith			
<input type="checkbox"/>	S17625	SIMON, GARY DE...			
<input type="checkbox"/>	S817901	STEELE, CHARKEC...	89		71
<input type="checkbox"/>	S17307	Stone, Richard D			

- A box will appear – verify the students name and grading period
- Type the grade in the box named Direct
- Click ok

Edit Average for S17307 - Stone, Richard D

Avg 2
Grading Period: 2 Sequence: 1

Average: Direct: Exempt

Name	Code	Comment
<input type="checkbox"/> COMMENT	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> COMMENT	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> COMMENT	<input type="text"/>	<input type="text"/>

Notes:

No Fill
 Fill
 Fill All

OK Close