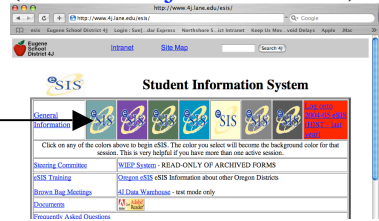
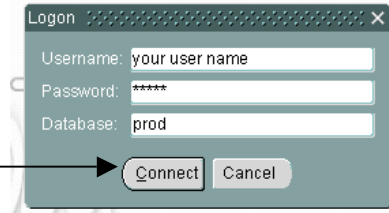


eSIS Quick Reference – Elementary Report Cards

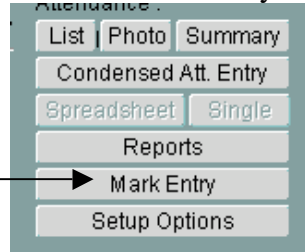
Open eSIS using Internet Explorer or Safari
(url: www.4j.lane.edu/esis)



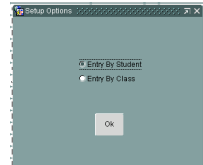
Choose any color icon except red.
Log onto eSIS using your username,
password and database of prod.



Click on Mark Entry

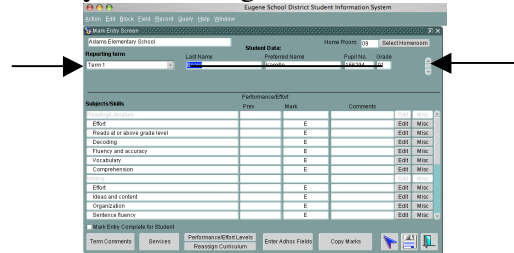


Click on Enter By Student and click OK.



Select homeroom. Click OK.
Choose Term for Grading Period.

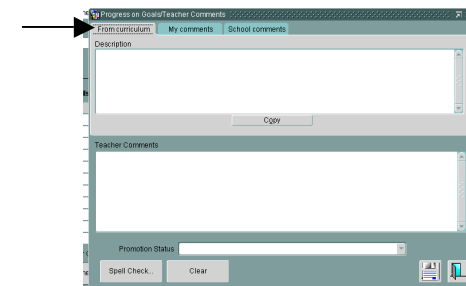
Your students will then populate. Use
arrows on the scroll bar to choose student
you wish to grade.



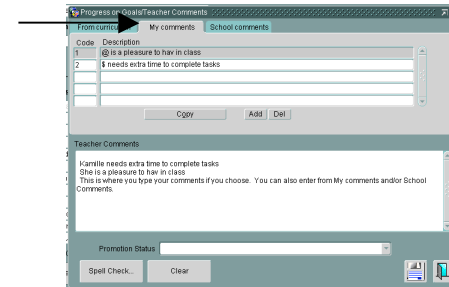
Valid marks are listed in the Performance
Key. Enter marks in the marks column. Be
sure to skip the subject line. You can use
the arrows on the keyboard to move the
cursor.

Performance Key	
E	= Exceeds expectations (on target to exceed standards)
M	= Meets expectations (on target to meet standards)
D	= Does not meet expectations (not on target to meet standards)
X	= Insufficient evidence (insufficient evidence to assess)
Y	= Yet to be taught
Z	= See insert or comment (attached, on reverse or below)

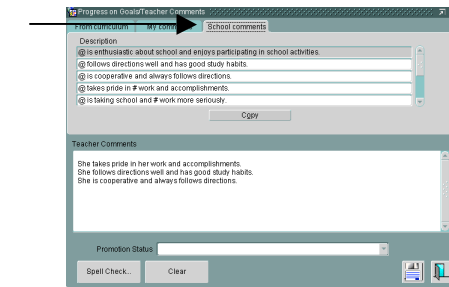
Click on Term Comments at the bottom of
the screen. You have three options for
entering comments.



You can type up to 4000 characters per term
for each student. Type in bottom field.





You can create pre-entered comments of
your own to use on student report cards.
Codes to use - \$=first name; @=he/she;
#=his/her. Each comment must be 80
characters or less.



You can use the pre-entered comments that
are already in eSIS to put on the students
cards.

To copy from My Comments or School
Comments highlight the one you want and
click on the copy button.

When finished with comments click on the
save button  and exit the door 
twice.

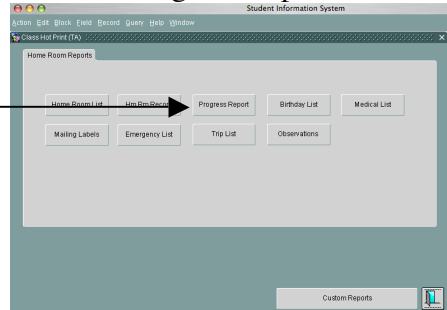
eSIS Quick Reference – Printing Elementary Report Cards

Printing a group of report cards.

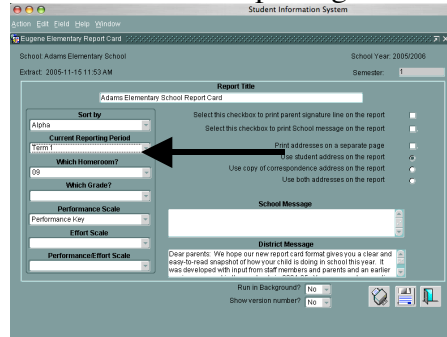
Click on Reports



Click on Progress Reports.



Choose Current Reporting Period.



At this time we are not using the School Message field. The District Message is the same for all schools.

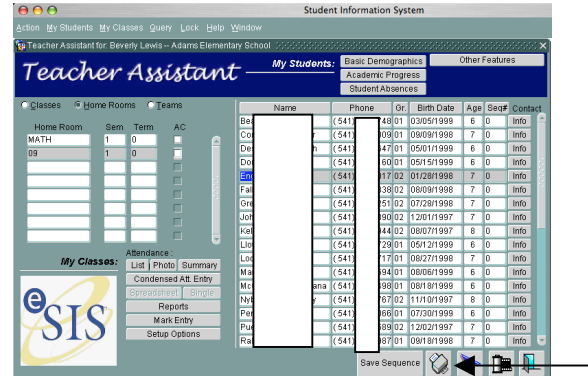
Click on the printer icon at the bottom of the



screen. This will open Adobe and you will see the report cards on your screen. If they appear correct choose the Print option under File or the Printer Icon on the menu bar. They will look different depending on the browser you are using.

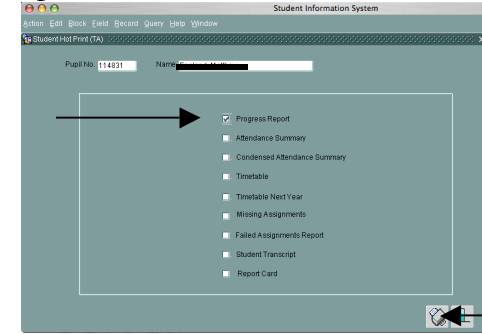
Printing a report card for one student.

Highlight students name on the Teacher Assistant Start Screen.



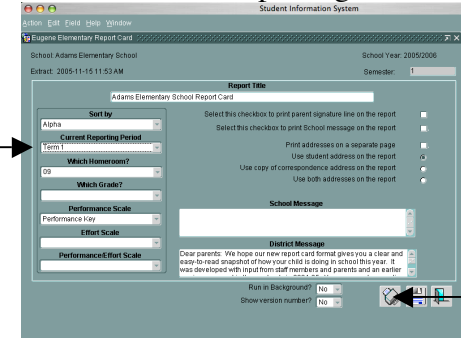
Click on the printer icon at the bottom of the screen.

Check Progress Report. Be sure the other options are not checked.



Click on the printer icon at the bottom of the page.

Set the Current Reporting Period field.



Click on the printer icon again. It will print the report card to your screen in Adobe. Follow the same instructions as before to make a paper copy.