

# Student Evaluation/Assessment In eSIS

**Version 2.0**

**March 2013**

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## 1. Introduction

eSIS system allows the user "teacher" to deal with all student's evaluation types, either to work with values: entering assessments for Cycle One K-5 classes, or entering marks for all subjects, review and modify them for Cycle Two & Three classes; including Grade 12 students using different screen.

### The benefits from using Student's Evaluation Module

- 1- Entering student's Assessment/Marks for all grades using ADEC defined reporting periods.
- 2- Add subject teacher comments.
- 3- Add student Exam absence.
- 4- Add student retry entrance record.
- 5- Print out ADEC Assessment/Report card, in addition to good number of statistics and results' analysis reports.

**Note:**

Make sure before start entering Student's evaluation, that:



- Student is a full time registered.
- Student is in the correct grade and homeroom.
- Student program is assigned (for 11&12 Grade Science & Literary, SNE and Chinese Cohort students).
- Student curriculum is set it up.

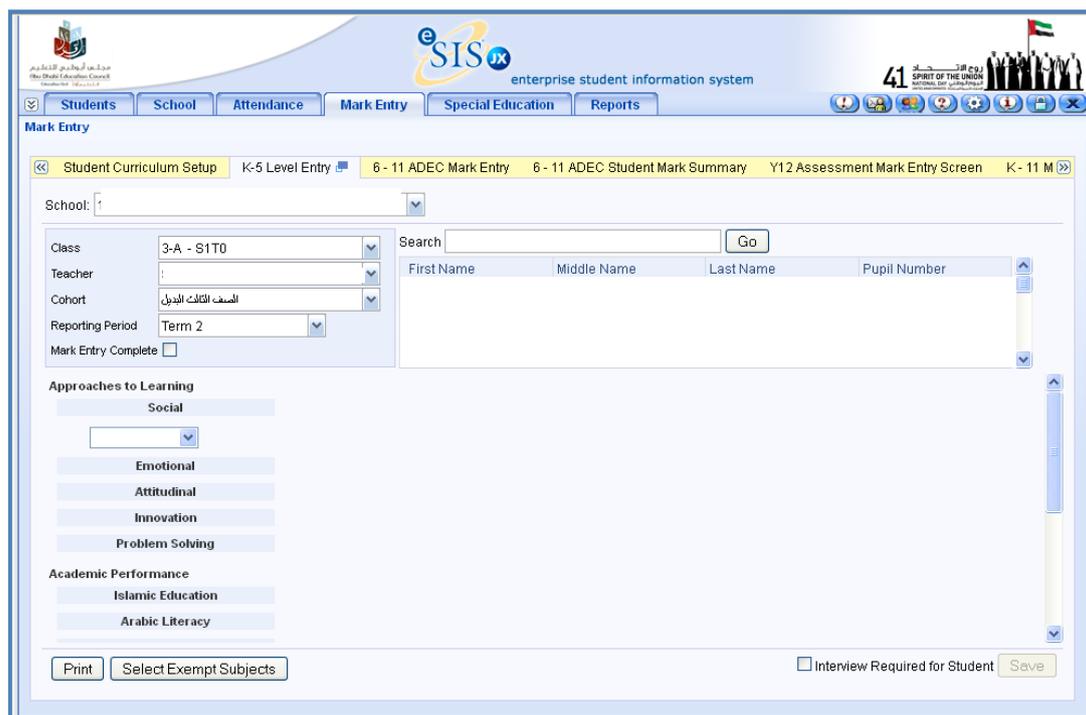
## 2. Student Evaluation (K – 5)

The user can enter students' assessments as follows:

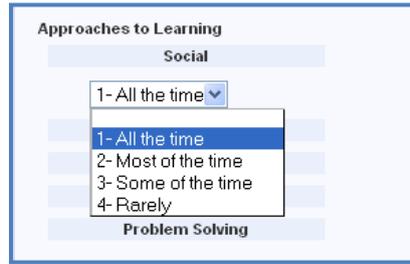
### 2.1 Entering Assessments

#### Mark Entry ⇒ Mark Entry ⇒ K - 5 Level Entry

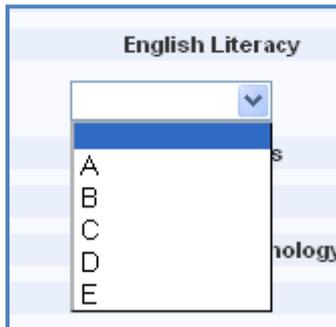
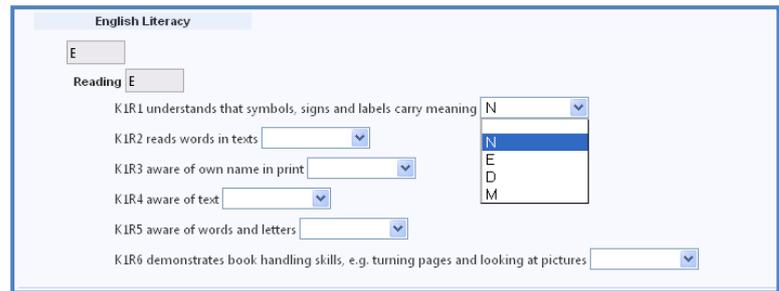
- 1- Select a **Class**, Students' List will display.
- 2- The primary Teacher name populated.
- 3- Choose the **Cohort** only if the teacher is teaching different cohorts, otherwise the default cohort that is linked to the selected class will appear.
- 4- Choose a **Reporting Period**.
- 5- Choose student; either by clicking on his record or by Search using the pupil number.



- 6- Click on the **Approach to Learning** you wish to assess.
  - a. A dropdown list will appear.
  - b. Choose a value from the drop down menu.



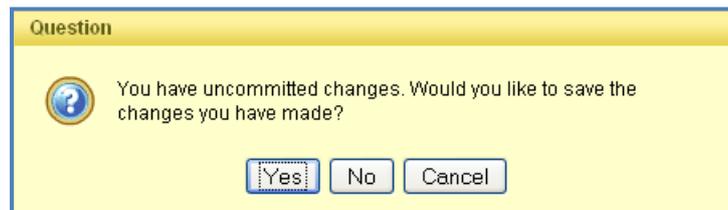
- 7- Click on the subject from the **Academic Performance** list.
- Choose a value from the drop down menu.
  - Or, Click the box to place a checkmark in the correct level.

- 8- Then click **Save**.

**Note:**

If the **Save** button was not clicked, and when trying to move to another screen, the following message will pop up:

- Click **Yes** to save the changes, and leave the current screen.
- Click **No** to not save the changes, and leave the current screen.
- Click **Cancel** to not save the changes, and stay on the same screen.

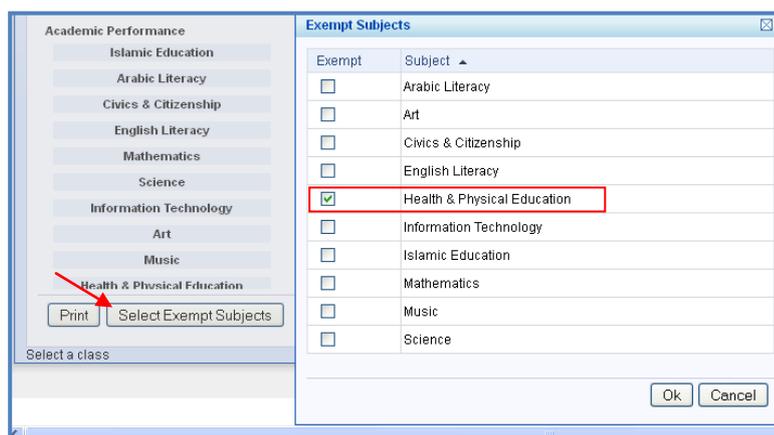
## 2.2 Student Exemption

The system allows the user to apply students' Exemptions; exempted marks will not be included in the calculation process.

### How to apply the Exemption

#### Mark Entry ⇒ Mark Entry ⇒ K - 5 Level Entry

- 1- Choose student; either by clicking on his record or by Search using the pupil number.
- 2- Click the **Select Exempt Subjects** button.
- 3- Select the subject(s) name you wish to exempt.
- 4- Click **OK**.



#### Note:

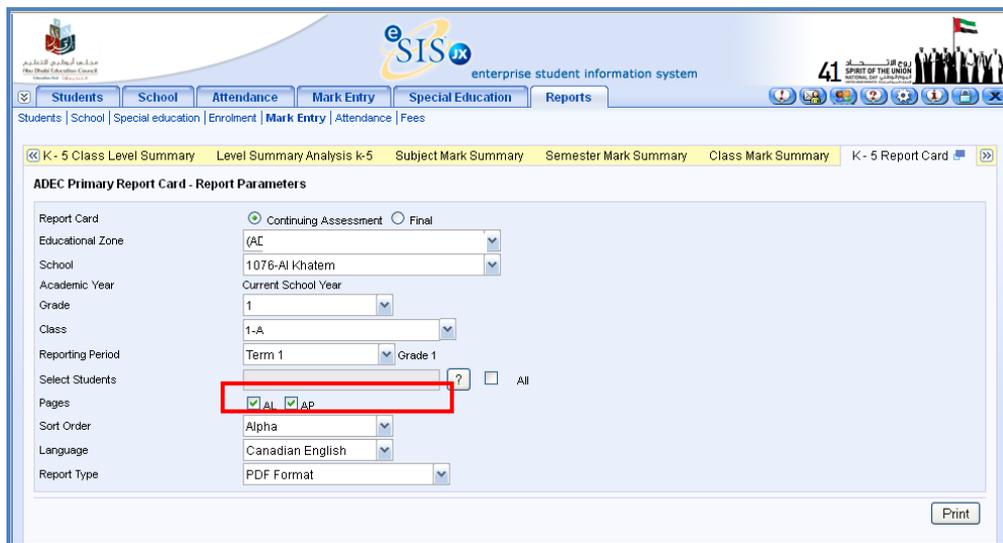
If the exemption was applied by mistake, or the user wishes to undo it, this can be done anytime by uncheck the exempted subject from the same screen.

## 2.3 Printing the Report Card

### How to print the report card

#### Reports ⇒ Mark Entry ⇒ K - 5 Report Card

1. Choose the required options from the **Report Parameters**.
2. Click on **Print**  button to display the report.
3. Click on Print  Icon to print the report.



#### Note:

If the report card is printed before the Admin Approval process, then the following message will pop up:




- Click **OK**, to print the report card anyway with a DRAFT watermark.
- Click **Cancel**, to cancel the printing process.

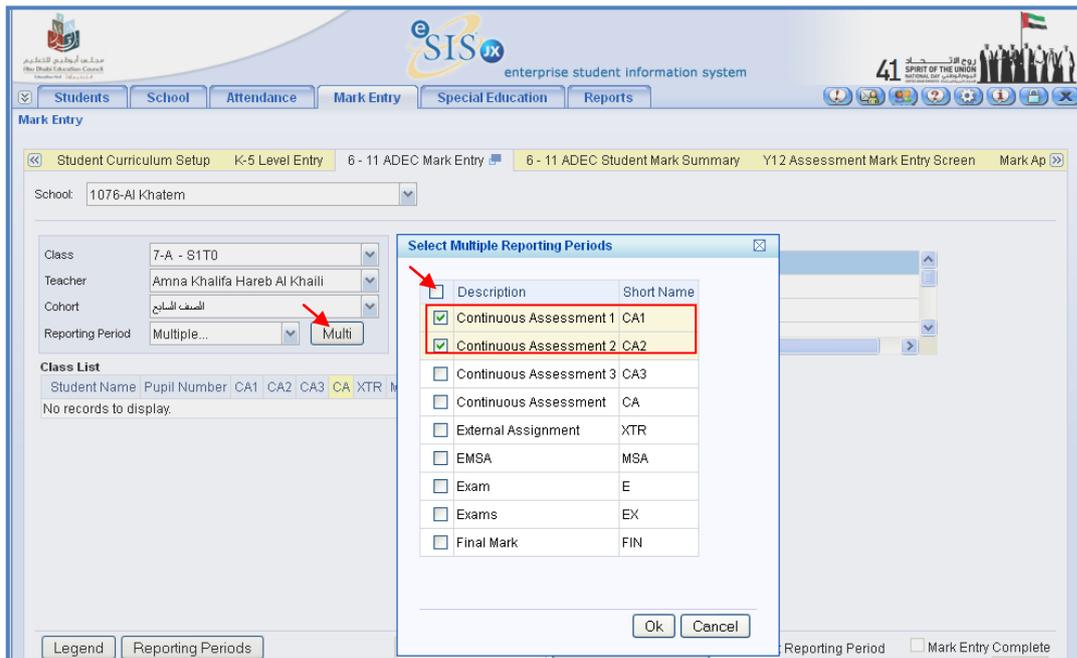
### 3. Student Evaluation (6 – 11)

The ADEC Mark Entry screen allows Users to enter Marks for Students in each Subject by Class (Homeroom), Teacher, Cohort, and Reporting Period.

#### 3.1 Mark Entry

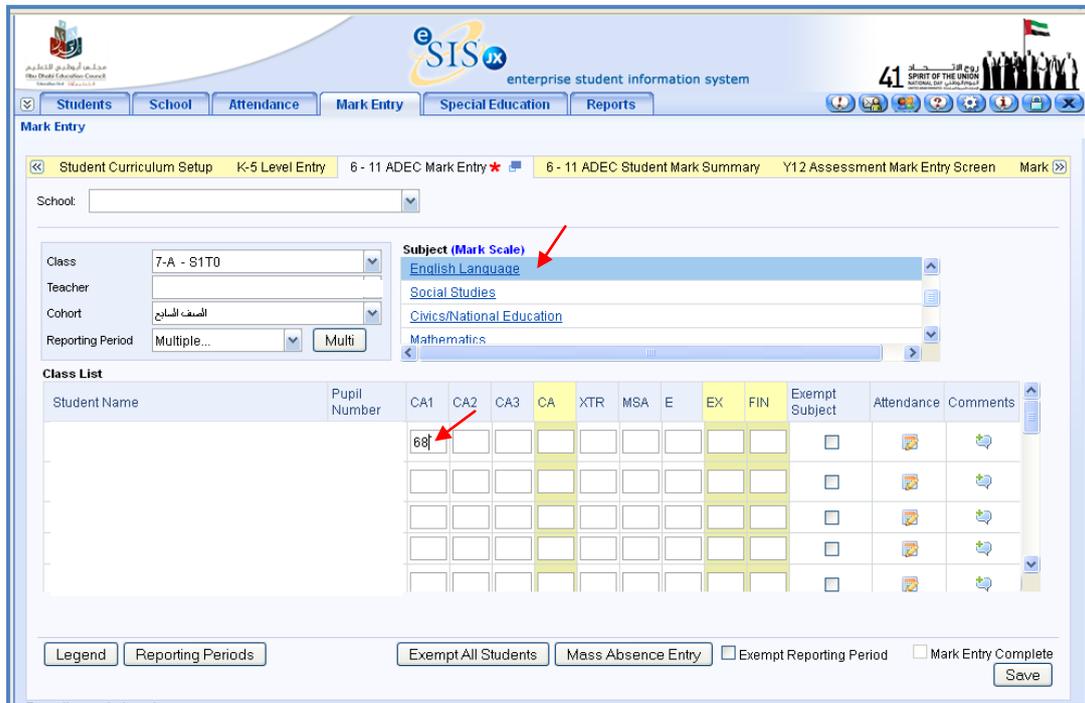
##### Mark Entry ⇒ Mark Entry ⇒ 6 - 11 Mark Entry

- 1- Select a **Homeroom**.
- 2- Select a Class, the list of Teachers is populated with the teachers assigned to the selected homeroom. The Teacher field is defaulted to the primary homeroom Teacher.
- 3- Select the Reporting Period(s). Click the **Multi** button to add multiple reporting by selecting the check box next to the required reporting period periods.



- As described above, if the user wishes to display all the reporting periods at once, this can be done by selecting the **Select All** check box available at the top.

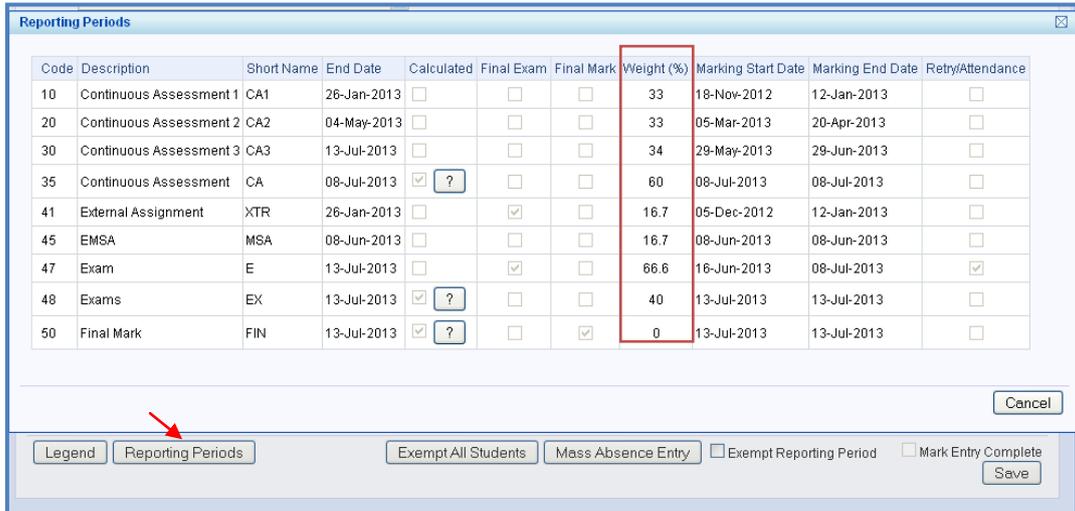
- 4- Select the subject to enter marks. A screen will appear displaying a student list with their names and their Pupil number.
- 5- Next to student name, place the cursor inside the mark square to type the mark.
- 6- Use the Enter key to move to the next record.



- 7- Click the **Legend** button to display an explanation of the color-coding and special characters used in the screen.



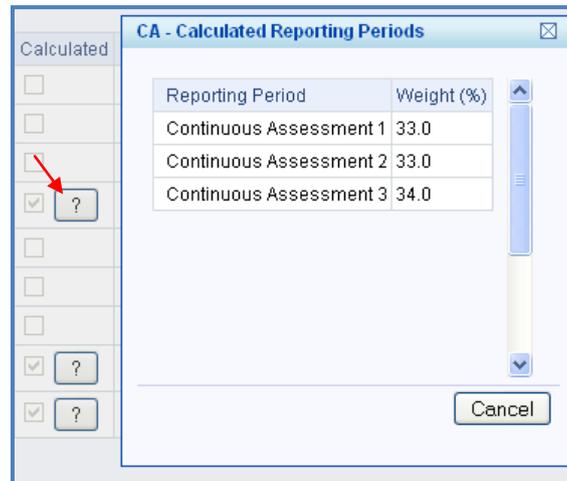
- Click the **Reporting Periods** button to display a read only view of the school reporting periods.



Code	Description	Short Name	End Date	Calculated	Final Exam	Final Mark	Weight (%)	Marking Start Date	Marking End Date	Retry/Absence
10	Continuous Assessment 1	CA1	26-Jan-2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33	18-Nov-2012	12-Jan-2013	<input type="checkbox"/>
20	Continuous Assessment 2	CA2	04-May-2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33	05-Mar-2013	20-Apr-2013	<input type="checkbox"/>
30	Continuous Assessment 3	CA3	13-Jul-2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34	29-May-2013	29-Jun-2013	<input type="checkbox"/>
35	Continuous Assessment	CA	08-Jul-2013	<input checked="" type="checkbox"/> ?	<input type="checkbox"/>	<input type="checkbox"/>	60	08-Jul-2013	08-Jul-2013	<input type="checkbox"/>
41	External Assignment	XTR	26-Jan-2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	16.7	05-Dec-2012	12-Jan-2013	<input type="checkbox"/>
45	EMSA	MSA	08-Jun-2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.7	08-Jun-2013	08-Jun-2013	<input type="checkbox"/>
47	Exam	E	13-Jul-2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	66.6	16-Jun-2013	08-Jul-2013	<input checked="" type="checkbox"/>
48	Exams	EX	13-Jul-2013	<input checked="" type="checkbox"/> ?	<input type="checkbox"/>	<input type="checkbox"/>	40	13-Jul-2013	13-Jul-2013	<input type="checkbox"/>
50	Final Mark	FIN	13-Jul-2013	<input checked="" type="checkbox"/> ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	13-Jul-2013	13-Jul-2013	<input type="checkbox"/>

Exempt Reporting Period
  Mark Entry Complete

- If a reporting period is calculated, click the question mark (?) button to display the Calculated Reporting Periods screen.



Reporting Period	Weight (%)
Continuous Assessment 1	33.0
Continuous Assessment 2	33.0
Continuous Assessment 3	34.0

?
 

 ?
  ?

## 3.2 Student Exemption

The System allows the user to exempt the student from a Reporting Period or a Subject, and that means the weight of the exempted period or subject will not be included when calculating the student's total mark (excluded from calculations).

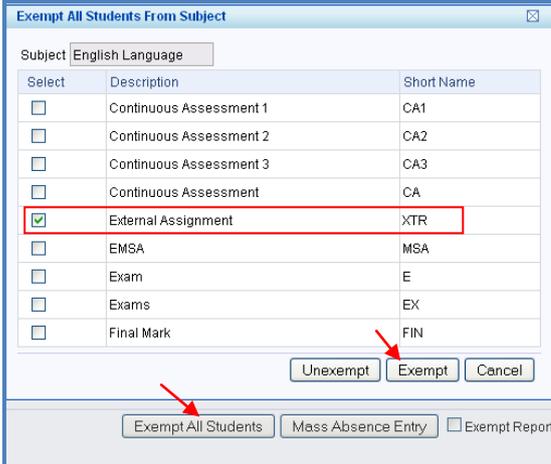
The color of the exempted fields will turn to orange.

### How to Exempt

There are three types of Exemption

#### Type one:

- Exempt all homeroom's students from a specific Reporting Period.



Exempt All Students From Subject

Subject: English Language

Select	Description	Short Name
<input type="checkbox"/>	Continuous Assessment 1	CA1
<input type="checkbox"/>	Continuous Assessment 2	CA2
<input type="checkbox"/>	Continuous Assessment 3	CA3
<input type="checkbox"/>	Continuous Assessment	CA
<input checked="" type="checkbox"/>	External Assignment	XTR
<input type="checkbox"/>	EMSA	MSA
<input type="checkbox"/>	Exam	E
<input type="checkbox"/>	Exams	EX
<input type="checkbox"/>	Final Mark	FIN

Exempt Report



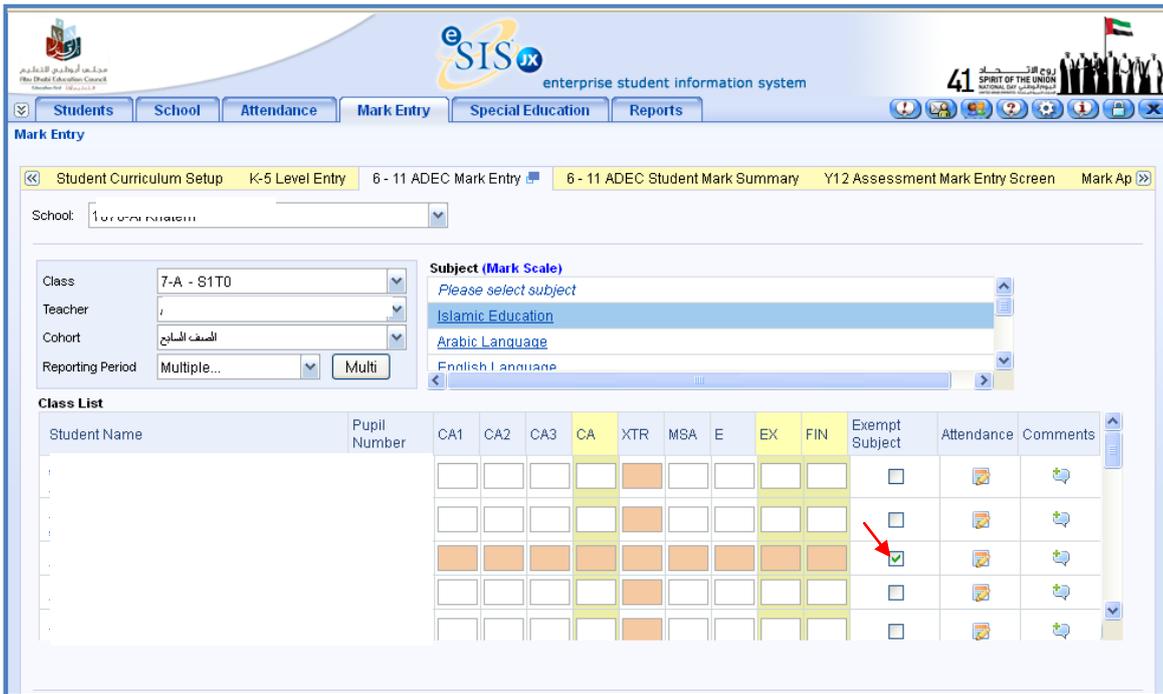
Student Name	Pupil Number	CA1	CA2	CA3	CA	XTR	MSA	E	EX	FIN
	81636	68								
	81481									
	253546									
	81740									
	81592									

#### Example:

This kind of exemption used for the subject that contains less number of defined Reporting Periods.

**Type Tow:**

- This kind of exemption is used to exempt a specific student from a specific subject for all reporting periods, and this can be done by selecting **Exempt Subject** check box.



**Example:**

- Exempting none Muslim student from Islamic Education subject.
- Exempting Autistic student from English Education subject.

**Type Three:**

- This kind of exemption is used to exempt a specific student from a specific Reporting period, and this can be done by selecting **Exempt Subject** check box.

**Class List**

Student Name	Pupil Number	CA1	CA2	CA3	CA	XTR	MSA	E	EX	FIN	Exempt Subject	Attendance	Comments
		<input type="checkbox"/>											
		<input type="checkbox"/>											
		<input type="checkbox"/>											
		<input type="checkbox"/>											

Exempt Reporting Period
  Mark Entry Complete

**Class List**

Student Name	Pupil Number	CA1	CA2	CA3	CA	XTR	MSA	E	EX	FIN	Exempt Subject	Attendance	Comments
		<input checked="" type="checkbox"/>	<input type="checkbox"/>										
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Exempt Reporting Period
  Mark Entry Complete

**Example:**

- This exemption is used for example when a student is absent from Continues Assessment 1 (CA1), in this situation the system will calculate the student's mark from CA2 + CA3 accordingly.

**Note:**



If the exemption was applied by mistake, or the user wishes to undo it, this can be done anytime by uncheck the exempted subject from the same screen.

### 3.3 Adding Reporting Period Comment

Click the Comments icon to display the reporting period comments screen and add comments for a subject.

CA1	CA2	CA3	CA	XTR	MSA	E	EX	FIN	Exempt Subject	Attendance	Comments
<input type="checkbox"/>											

**Reporting Period Comments**

Reporting Period: Continuous Assessment 2

- Continuous Assessment 2
- Continuous Assessment 1
- Continuous Assessment 3
- Continuous Assessment
- External Assignment
- EMSA
- Exam
- Exams
- Final Mark

Enter the reporting period to enter comments for

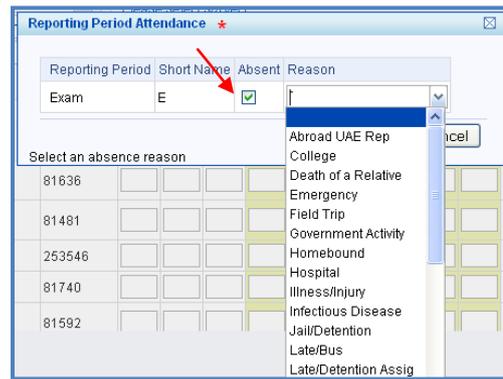
### 3.4 Absence

#### Adding absence record

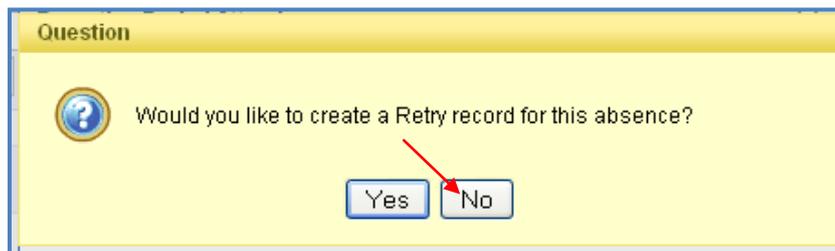
1. Click on the Absence icon 

CA1	CA2	CA3	CA	XTR	MSA	E	EX	FIN	Exempt Subject	Attendance	Comments
<input type="checkbox"/>											

2. From the Reporting Period pop up screen, select the Absence reason from the drop, down menu, the system will ask you, if you would like to set a retry exam record for that student.



3. From the Question pop up window, choose **No**



The reason for choosing **No** is that, the retry exam record will be set from Student Mark Summary screen.

#### 4. ADEC Student Mark Summary

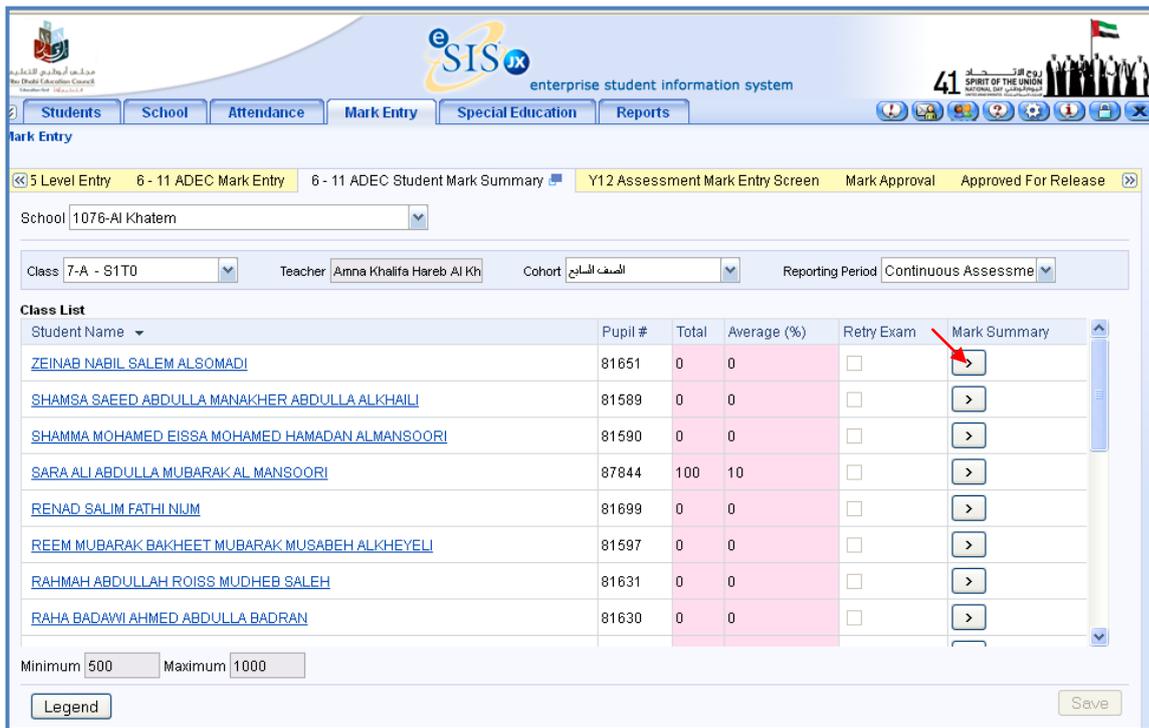
The ADEC Student Mark Summary screen allows School Users to:

- Review and update Student Marks. Students are listed based on filter criteria selection (Class, Teacher, Curriculum Cohort, and Reporting Period).
- Have access to a detailed Mark Summary for each Student which will include the Student's Marks from each Reporting Period, Totals & Averages.
- Add student's exemption.
- Determine which Students will be eligible for Retry, and define absence reason.
- Calculate All Pass/Fail
- Calculate Retry Pass/Fail Only.

## 4.1 Student Mark Summary

Mark Entry ⇒ Mark Entry ⇒ Student Mark Summary

1. Select a Class, Primary teacher name, class assigned cohort and reporting period by a default.

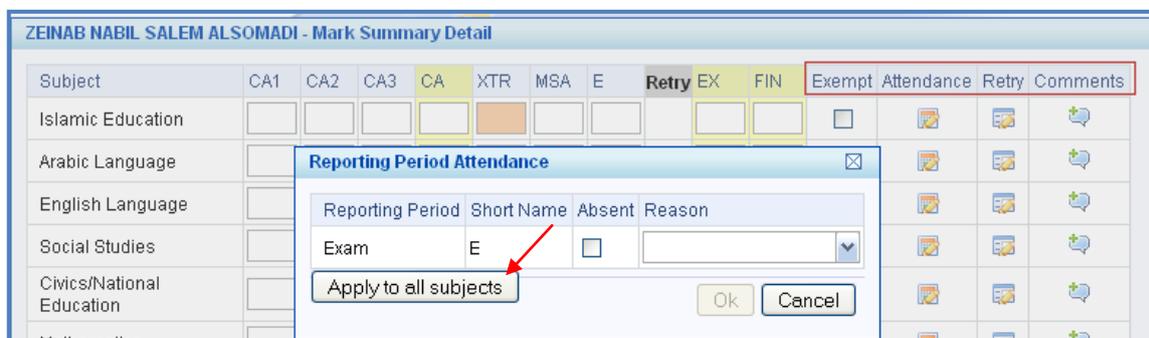


The screenshot shows the 'eSIS enterprise student information system' interface. The 'Mark Entry' tab is active. The 'Class List' table is displayed with the following data:

Student Name	Pupil #	Total	Average (%)	Retry Exam	Mark Summary
<a href="#">ZEINAB NABIL SALEM ALSOMADI</a>	81651	0	0	<input type="checkbox"/>	<a href="#">&gt;</a>
<a href="#">SHAMSA SAEED ABDULLA MANAKHER ABDULLA ALKHAILI</a>	81589	0	0	<input type="checkbox"/>	<a href="#">&gt;</a>
<a href="#">SHAMMA MOHAMED EISSA MOHAMED HAMADAN ALMANSOORI</a>	81590	0	0	<input type="checkbox"/>	<a href="#">&gt;</a>
<a href="#">SARA ALI ABDULLA MUBARAK AL MANSOORI</a>	87844	100	10	<input type="checkbox"/>	<a href="#">&gt;</a>
<a href="#">RENAD SALIM FATHI NIJM</a>	81699	0	0	<input type="checkbox"/>	<a href="#">&gt;</a>
<a href="#">REEM MUBARAK BAKHEET MUBARAK MUSABEH ALKHEYELI</a>	81597	0	0	<input type="checkbox"/>	<a href="#">&gt;</a>
<a href="#">RAHMAH ABDULLAH ROISS MUDHEB SALEH</a>	81631	0	0	<input type="checkbox"/>	<a href="#">&gt;</a>
<a href="#">RAHA BADAWI AHMED ABDULLA BADRAN</a>	81630	0	0	<input type="checkbox"/>	<a href="#">&gt;</a>

## 4.2 Student Mark Summary Detail

1. Click on Subject Mark button. 
2. All entered marks will be displayed including the following options (Exempt, Absence, define Retry exam, and adding Comments).
  - Including a new option which is **Apply Absence to all subjects**.



The screenshot shows the 'Mark Summary Detail' for 'ZEINAB NABIL SALEM ALSOMADI'. The table below lists subjects and their corresponding marks for various assessment periods:

Subject	CA1	CA2	CA3	CA	XTR	MSA	E	Retry	EX	FIN	Exempt	Attendance	Retry	Comments
Islamic Education											<input type="checkbox"/>			
Arabic Language											<input type="checkbox"/>			
English Language											<input type="checkbox"/>			
Social Studies											<input type="checkbox"/>			
Civics/National Education											<input type="checkbox"/>			
Mathematics											<input type="checkbox"/>			

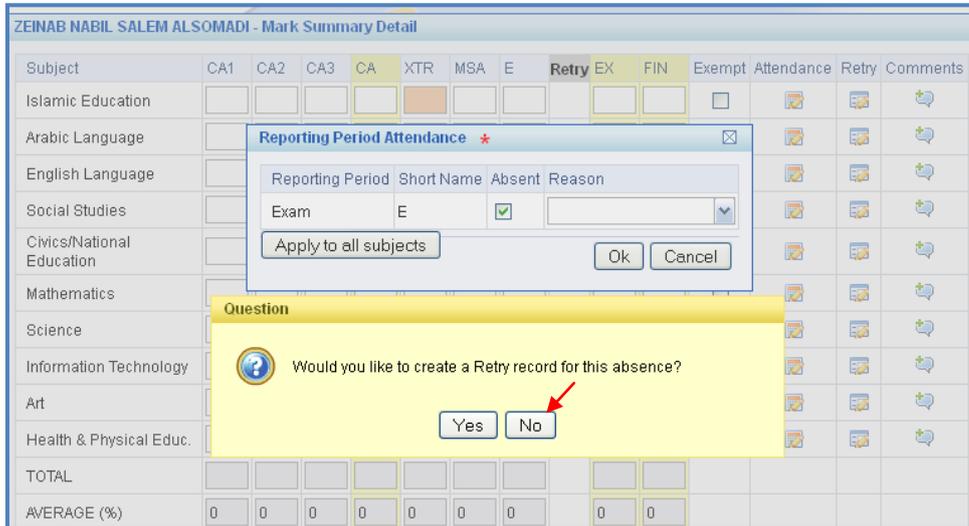
The 'Reporting Period Attendance' dialog box is open, showing the following details:

Reporting Period	Short Name	Absent	Reason
Exam	E	<input type="checkbox"/>	

The 'Apply to all subjects' button is highlighted with a red arrow.

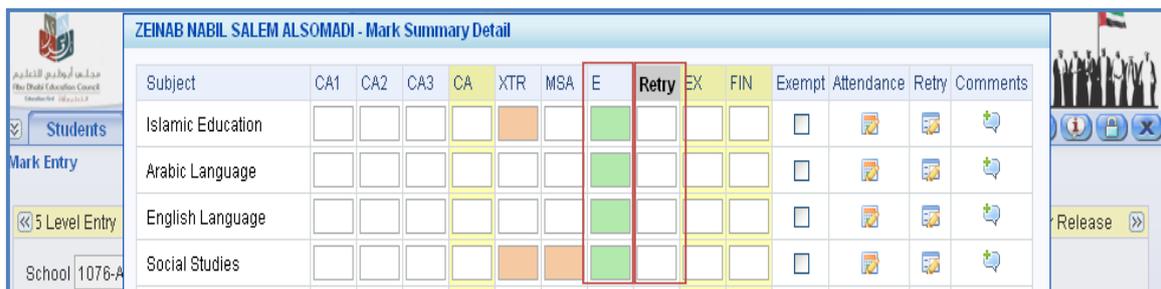
### 4.3 Apply Absence to all subjects

- This option is used to add an absence record for a student for all subjects at once instead of doing it for each subject individually.



Subject	CA1	CA2	CA3	CA	XTR	MSA	E	Retry	EX	FIN	Exempt	Attendance	Retry	Comments
Islamic Education														
Arabic Language														
English Language														
Social Studies														
Civics/National Education														
Mathematics														
Science														
Information Technology														
Art														
Health & Physical Educ.														
TOTAL														
AVERAGE (%)	0	0	0	0	0	0	0	0	0	0				

- From the Question pop up window, choose **No**.
- By clicking **Save**, the color of those fields will turn to Green, and a new column will be added after the **E** column which will be used to enter the Retry Marks.

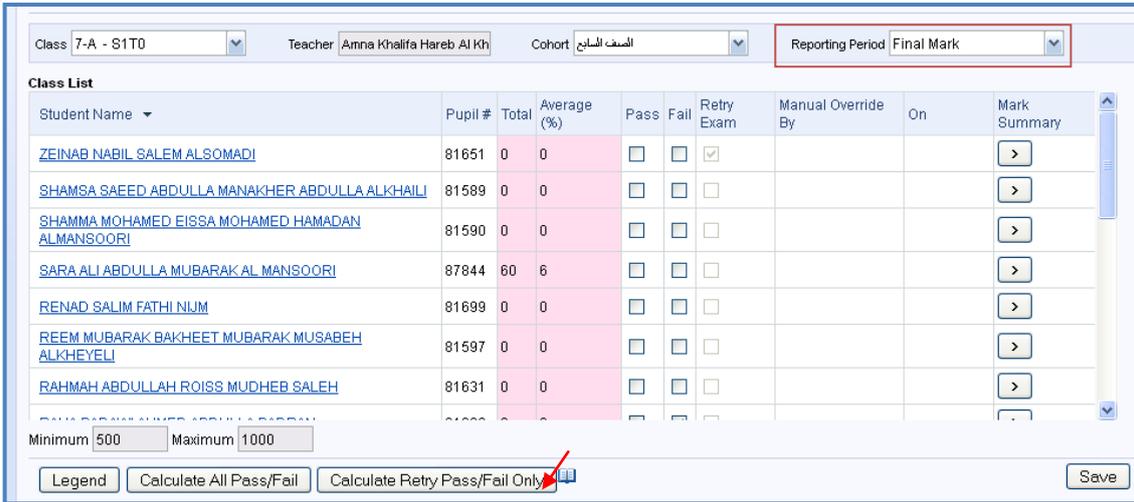


Subject	CA1	CA2	CA3	CA	XTR	MSA	E	Retry	EX	FIN	Exempt	Attendance	Retry	Comments
Islamic Education														
Arabic Language														
English Language														
Social Studies														

## 4.4 Calculate All Pass/Fail

This option is used to define students Pass/Fail status based on ADEC Assessments defined policy on the system.

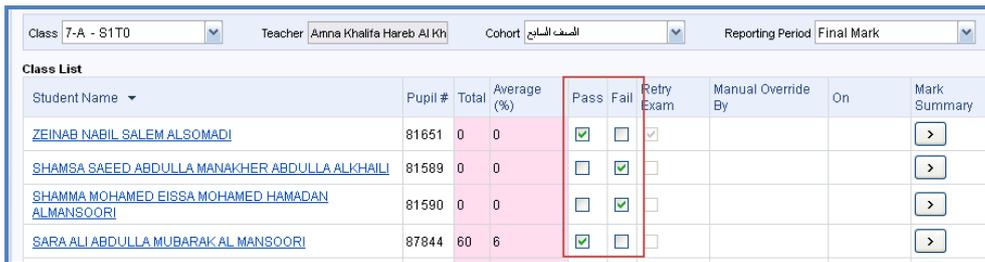
1. Select **Final Mark** from the reporting period drop down menu.



Student Name	Pupil #	Total	Average (%)	Pass	Fail	Retry Exam	Manual Override By	On	Mark Summary
ZEINAB NABIL SALEM ALSOMADI	81651	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			>
SHAMSA SAEED ABDULLA MANAKHER ABDULLA ALKHAILI	81589	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			>
SHAMMA MOHAMED EISSA MOHAMED HAMADAN ALMANSOORI	81590	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			>
SARA ALI ABDULLA MUBARAK AL MANSOORI	87844	60	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			>
RENAD SALIM FATHI NIJM	81699	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			>
REEM MUBARAK BAKHEET MUBARAK MUSABEH ALKHEYELI	81597	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			>
RAHMAH ABDULLAH ROISS MUDHEB SALEH	81631	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			>

Legend Calculate All Pass/Fail Calculate Retry Pass/Fail Only Save

2. At the bottom of the Students' Class list the Calculate Pass/Fail button will be displayed.
3. Once this option is clicked the Pass/Fail check boxes will be ticked defying each student status.



Student Name	Pupil #	Total	Average (%)	Pass	Fail	Retry Exam	Manual Override By	On	Mark Summary
ZEINAB NABIL SALEM ALSOMADI	81651	0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			>
SHAMSA SAEED ABDULLA MANAKHER ABDULLA ALKHAILI	81589	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			>
SHAMMA MOHAMED EISSA MOHAMED HAMADAN ALMANSOORI	81590	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			>
SARA ALI ABDULLA MUBARAK AL MANSOORI	87844	60	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			>

## 4.5 Calculate Retry Pass/Fail Only

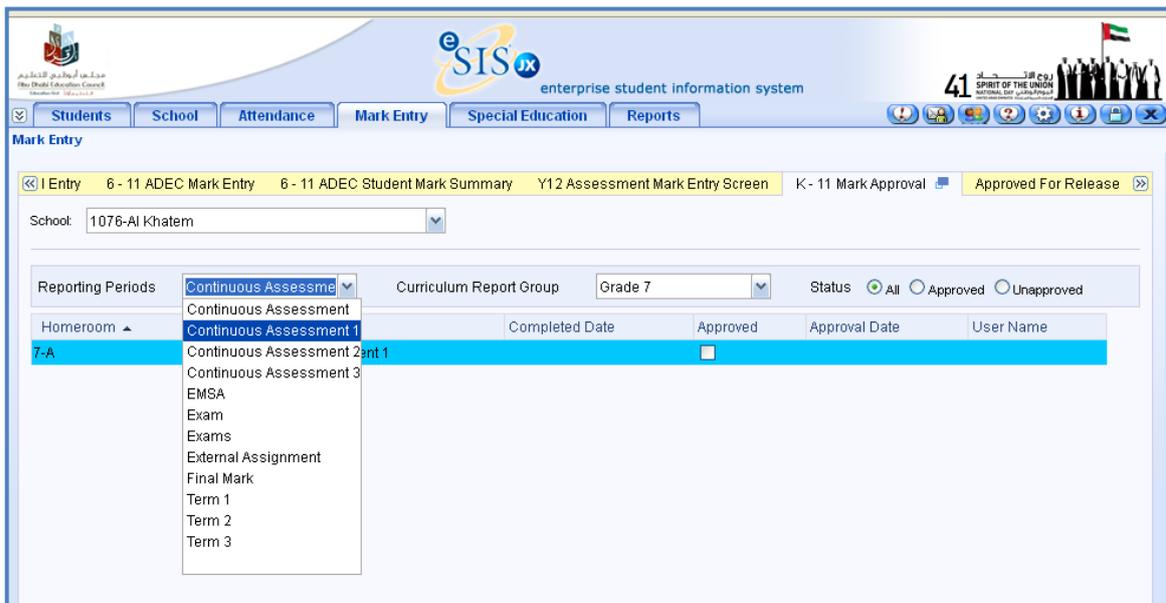
This option is used to define students' **Pass/Fail** status after entering the Retry Exam marks into the mark summary screen.

## 5. Mark Approval

This screen allows principals or other district users to approve marks and prevent unauthorized changes. This screen is used for ADEC Mark Entry and ADEC P5 Mark Entry screens.

### Mark Entry ⇒ Mark Entry ⇒ K - 11 Mark Approval

1. Select a reporting period from the **Reporting Periods** drop-down list. If left blank all reporting periods will be displayed.
2. Select the **Curriculum Report Group** from the drop down list to display associated homerooms. If left blank all homerooms associated with all curriculum groups will be displayed.
3. Select the Approved check box.
4. Once the record is saved, the username of the user who approved the marks will be displayed along with the approval date.
5. Select a **Status** option. Select the **All** option will display all records for the selected Reporting Period(s) and Curriculum Report Group(s).
6. To display the Approved or Unapproved records select the Approved or Unapproved respectively.



Mark Entry

School: 1076-Al Khatem

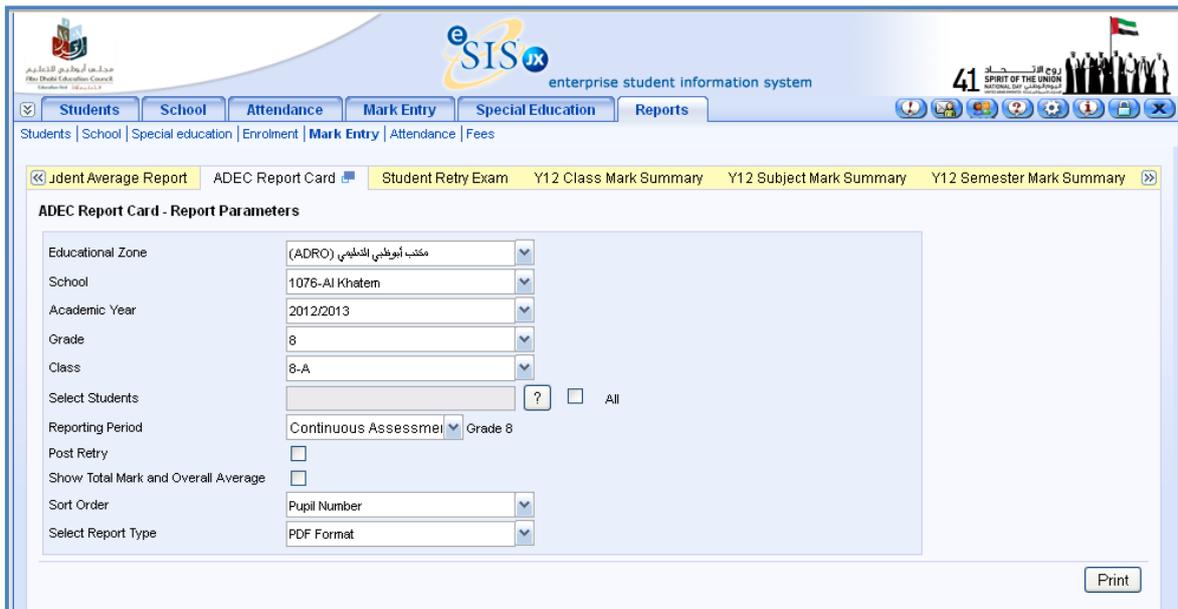
Reporting Periods: Continuous Assesme  
 Continuous Assessment  
 Continuous Assessment 1  
 Continuous Assessment 2  
 Continuous Assessment 3  
 EMSA  
 Exam  
 Exams  
 External Assignment  
 Final Mark  
 Term 1  
 Term 2  
 Term 3

Homeroom	Completed Date	Approved	Approval Date	User Name
7-A		<input checked="" type="checkbox"/>		

## 6. Printing the Report Card

### Reports ⇒ Mark Entry ⇒ ADEC Report Card

1. Choose the required options from the **Report Parameters**.
2. Click on **Print**  button to display the report.
3. Click on Print  Icon to print the report.



The screenshot shows the 'ADEC Report Card - Report Parameters' form in the eSIS system. The form is titled 'ADEC Report Card - Report Parameters' and contains several dropdown menus and checkboxes. The fields are: Educational Zone (ADRO), School (1076-AI Khatem), Academic Year (2012/2013), Grade (8), Class (8-A), Select Students (empty), Reporting Period (Continuous Assessment), Post Retry (checkbox), Show Total Mark and Overall Average (checkbox), Sort Order (Pupil Number), and Select Report Type (PDF Format). A 'Print' button is located at the bottom right of the form.

### Note:

If the report card is printed before the Admin Approval process, then the following message will pop up:

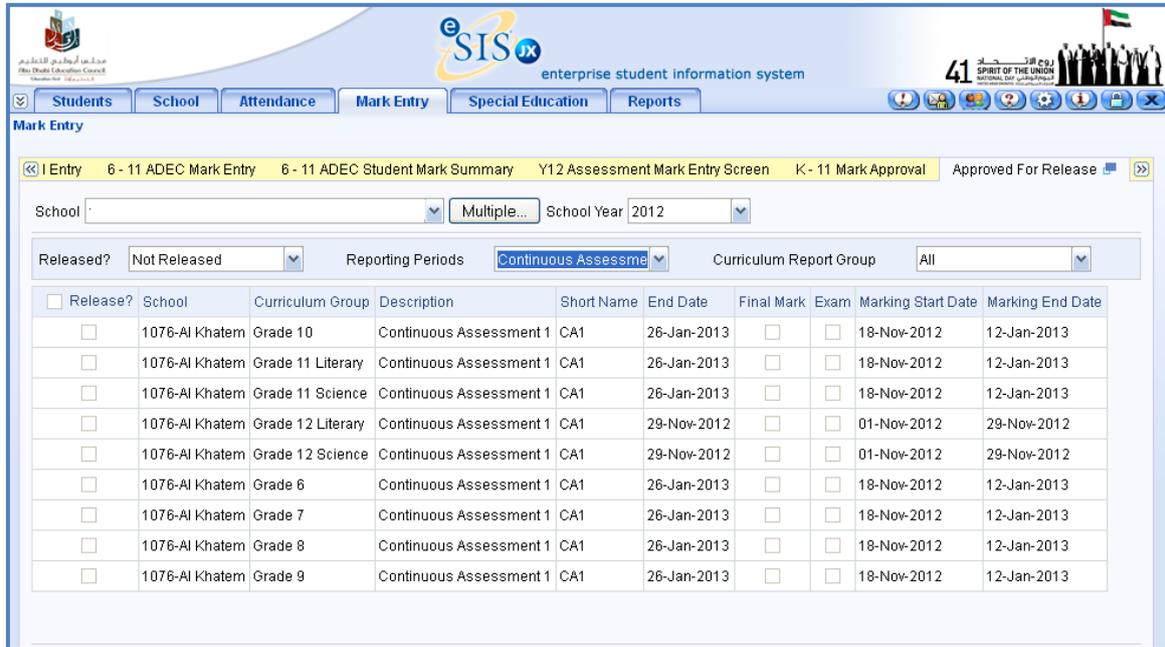



The dialog box is titled 'Question' and has a yellow background. It contains a question mark icon and the text: 'You are about to print a report card where marks that have not been approved'. At the bottom, there are two buttons: 'Ok' and 'Cancel'.

- Click **OK**, to print the report card anyway with a DRAFT watermark.
- Click **Cancel**, to cancel the printing process.

## 7. Approved For Release

This screen enables the Admin user to publish Students' marks; so the parents will be able to view them online using eSIS Parent Assistance screens.



Released?	Not Released	Reporting Periods	Continuous Assessment	Curriculum Report Group	All				
<input type="checkbox"/>	<input type="checkbox"/>								
Release?	School	Curriculum Group	Description	Short Name	End Date	Final Mark	Exam	Marking Start Date	Marking End Date
<input type="checkbox"/>	1076-Al Khatem	Grade 10	Continuous Assessment 1	CA1	26-Jan-2013	<input type="checkbox"/>	<input type="checkbox"/>	18-Nov-2012	12-Jan-2013
<input type="checkbox"/>	1076-Al Khatem	Grade 11 Literary	Continuous Assessment 1	CA1	26-Jan-2013	<input type="checkbox"/>	<input type="checkbox"/>	18-Nov-2012	12-Jan-2013
<input type="checkbox"/>	1076-Al Khatem	Grade 11 Science	Continuous Assessment 1	CA1	26-Jan-2013	<input type="checkbox"/>	<input type="checkbox"/>	18-Nov-2012	12-Jan-2013
<input type="checkbox"/>	1076-Al Khatem	Grade 12 Literary	Continuous Assessment 1	CA1	29-Nov-2012	<input type="checkbox"/>	<input type="checkbox"/>	01-Nov-2012	29-Nov-2012
<input type="checkbox"/>	1076-Al Khatem	Grade 12 Science	Continuous Assessment 1	CA1	29-Nov-2012	<input type="checkbox"/>	<input type="checkbox"/>	01-Nov-2012	29-Nov-2012
<input type="checkbox"/>	1076-Al Khatem	Grade 6	Continuous Assessment 1	CA1	26-Jan-2013	<input type="checkbox"/>	<input type="checkbox"/>	18-Nov-2012	12-Jan-2013
<input type="checkbox"/>	1076-Al Khatem	Grade 7	Continuous Assessment 1	CA1	26-Jan-2013	<input type="checkbox"/>	<input type="checkbox"/>	18-Nov-2012	12-Jan-2013
<input type="checkbox"/>	1076-Al Khatem	Grade 8	Continuous Assessment 1	CA1	26-Jan-2013	<input type="checkbox"/>	<input type="checkbox"/>	18-Nov-2012	12-Jan-2013
<input type="checkbox"/>	1076-Al Khatem	Grade 9	Continuous Assessment 1	CA1	26-Jan-2013	<input type="checkbox"/>	<input type="checkbox"/>	18-Nov-2012	12-Jan-2013

### How to Publish Marks

Mark Entry ⇒ Mark Entry ⇒ Approved For Release

1. Select the required Reporting Period(s) and the Cohort Group.
2. Select the **Release?** Check box.

Release?	School	Curriculum Group	Description	Short Name	End Date	Final Mark	Exam	Marking Start Date	Marking End Date
<input type="checkbox"/>	1076-Al Khatem	Grade 10	Continuous Assessment 2	CA2	04-May-2013	<input type="checkbox"/>	<input type="checkbox"/>	05-Mar-2013	20-Apr-2013
<input type="checkbox"/>	1076-Al Khatem	Grade 11 Literary	Continuous Assessment 2	CA2	04-May-2013	<input type="checkbox"/>	<input type="checkbox"/>	05-Mar-2013	20-Apr-2013
<input type="checkbox"/>	1076-Al Khatem	Grade 11 Science	Continuous Assessment 2	CA2	04-May-2013	<input type="checkbox"/>	<input type="checkbox"/>	05-Mar-2013	20-Apr-2013
<input type="checkbox"/>	1076-Al Khatem	Grade 12 Literary	Continuous Assessment 2	CA2	14-Mar-2013	<input type="checkbox"/>	<input type="checkbox"/>	26-Feb-2013	14-Mar-2013
<input type="checkbox"/>	1076-Al Khatem	Grade 12 Science	Continuous Assessment 2	CA2	14-Mar-2013	<input type="checkbox"/>	<input type="checkbox"/>	26-Feb-2013	14-Mar-2013
<input type="checkbox"/>	1076-Al Khatem	Grade 6	Continuous Assessment 2	CA2	04-May-2013	<input type="checkbox"/>	<input type="checkbox"/>	05-Mar-2013	20-Apr-2013
<input type="checkbox"/>	1076-Al Khatem	Grade 7	Continuous Assessment 2	CA2	04-May-2013	<input type="checkbox"/>	<input type="checkbox"/>	05-Mar-2013	20-Apr-2013
<input type="checkbox"/>	1076-Al Khatem	Grade 8	Continuous Assessment 2	CA2	04-May-2013	<input type="checkbox"/>	<input type="checkbox"/>	05-Mar-2013	20-Apr-2013
<input type="checkbox"/>	1076-Al Khatem	Grade 9	Continuous Assessment 2	CA2	04-May-2013	<input type="checkbox"/>	<input type="checkbox"/>	05-Mar-2013	20-Apr-2013

3. Click **Save**