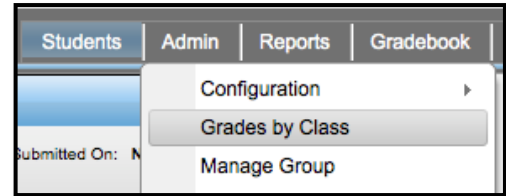


Entering Grades by Teacher

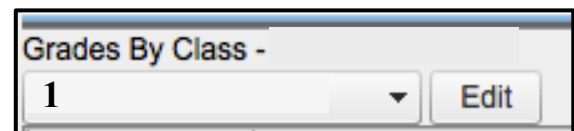
1. Log in to MiSiS (<https://misis.lausd.net/start>)
2. Select **Grades by Class** under the **Admin** tab.



3. Make sure you are on the correct **School Year** and that the **Term Code** is set to **Active**.
4. Click on **View Grades** to view the students in the class and enter grades. Grades are entered for *Academic Subjects*, *Work and Study Habits*, and *Learning and Social Skills*.

School Year	2014-2015	Term Code	Active		
Academic Subjects					
Section Number	Course ID	Term Code	Course Name	Grades Submitted	View Grades
1	110144	2014-2015 A-Track Fall	GRADE 4 Reading / ELD Reading	1: No, 2: No, 3: No, 4: No	View Grades
1	110144	2014-2015 A-Track Fall	GRADE 4 Writing / ELD Writing	1: No, 2: No, 3: No, 4: No	View Grades
1	110144	2014-2015 A-Track Fall	GRADE 4 Listening / ELD Listening	1: No, 2: No, 3: No, 4: No	View Grades
1	110144	2014-2015 A-Track Fall	GRADE 4 Speaking / ELD Speaking	1: No, 2: No, 3: No, 4: No	View Grades
1	110144	2014-2015 A-Track Fall	GRADE 4 Mathematics	1: No, 2: No, 3: No, 4: No	View Grades
1	110144	2014-2015 A-Track Fall	GRADE 4 History/Social Science	1: No, 2: No, 3: No, 4: No	View Grades
1	110144	2014-2015 A-Track Fall	GRADE 4 Science	1: No, 2: No, 3: No, 4: No	View Grades
1	110144	2014-2015 A-Track Fall	GRADE 4 Health Education	1: No, 2: No, 3: No, 4: No	View Grades
1	110144	2014-2015 A-Track Fall	GRADE 4 Physical Education	1: No, 2: No, 3: No, 4: No	View Grades
1	110144	2014-2015 A-Track Fall	GRADE 4 Arts	1: No, 2: No, 3: No, 4: No	View Grades
Work and Study Habits					
Grade Level	Title	Grades Submitted			
4	Makes good use of time	View Grades			
4	Works independently	View Grades			
4	Organizes materials	View Grades			
4	Presents neat and careful work	View Grades			
4	Completes homework on time	View Grades			
4	Makes good use of time	View Grades			
4	Works independently	View Grades			
4	Organizes materials	View Grades			
4	Presents neat and careful work	View Grades			
4	Completes homework on time	View Grades			
Learning and Social Skills					
Grade Level	Title	Grades Submitted			
4	Follows directions and procedures	View Grades			
4	Accepts and respects authority	View Grades			
4	Cooperates well in a group situation	View Grades			
4	Shows dependability	View Grades			

5. The grading period will default to the current grading period. Click on the **Edit** button in the upper left hand corner to begin.





My Integrated Student Information System

Elementary

Entering Grades by Teacher

6. For each student, click on the **AC** drop-down to enter the appropriate Academic grade.
7. For each student, click on the **EF** (Effort) and **CM** (Comments) drop down menus to enter effort marks and comments. Teachers may enter up to 3 comments per student.

AC	EF	Comment Codes
- ▾	- ▾	- Please Select - ▾
		- Please Select - ▾
		- Please Select - ▾

8. Click on the **Submit** button to save your entries.
9. If you made a mistake, you can click **Reset** to start over or **Cancel** to quit without saving.

Submit	Reset	Cancel
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