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:
  o Select School from the drop down menu
  o Select the User Type
  o Enter the User ID (the number that the system generated and assigned to you)
  o Enter your password
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”.

➢ 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.

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

- 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 your menu options, select “ATTENDANCE”.

➢ Before the list is generated, you must first select the week you want to mark.

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

➢ Things you should note:
  o The first click is – ABSENT
  o The second is – LATE
  o The third is – EXCUSED
  o The fourth is – PRESENT
  o 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”.

➢ Once saved, then one can move to the following week and continue marking.
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)

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

- 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.
From this same window, you can select the “OTHER” tab and assign their houses as well as to ADD the student extra-curricular activates.

If or when you have finished working, please select your name at the top right hand corner and logout.