

## Teacher Logic - Period Grades

<http://sirs.wmtps.org/tlxe>

### To enter period grades:

Click on the PERIOD GRADES tab.

Click on the class in which you wish to enter your grades.

Pull down the small menu at the top to select the correct marking period.

RC3 - report card marking period 3

PR3 - progress report marking period 3



Click in the middle box to enter a numeric grade. TAB to the next box which is the comments box. (The letter grade should now show up in the first box.)

To enter a comment, click on the three tiny dots.



A pop-up window of comments should appear. Check the comments and then click the select button. (Please select no more than 3 comments.)

You are ready to enter the grade for your next student. Click on the middle box, enter numeric grade, tab, and add comments.

The EDIT button will allow you to adjust a grade.

When you are finished entering your grades, press the SUBMIT button. You will see this message: "Grades have been submitted successfully." A check will now appear in the small gray box to indicate you have entered comments.

**IMPORTANT:** You must click SUBMIT to save your work. You may click SUBMIT at anytime, even if you have only entered a few grades and need to stop working.

Remember to click on Logout when you are finished.

PLEASE NOTE:

- All class lists are adjusted at the BOE (student transfers in and out of your class/building).
  - YOU MUST ENABLE POP-UPS ON THE TOOLBAR when using this program.
  - The program will automatically log you out after 10 minutes.
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