

Entering Final Marks on PSR for schools **NOT** using Report Cards

CHECKLIST

School View Setup

- 1. Create Teacher Accounts for New Teachers
- 2. Reset Teacher Password for Teachers
- 3. Create Grade Terms
- 4. Create/Check FY Term Structure
- 5. Copy Courses
- 6. Add any new or missing courses
- 7. Set Transcript Definition for Courses
- 8. Set # of Sections for each course
- 9. Initialize Sections
- 10. Set Schedule Term to FY
- 11. Assign Teacher to Course
- 12. Mass Assign Students to Course

Mark Entry

- 1. Prepare Course Dates
- 2. Prepare Grade Input
- 3. Enter Marks into Final Column
- 4. Post Grades
- 5. Post Course Dates