



END OF TERM PROCEDURES FOR TEACHERS

JAMAICA COLLEGE

2018

REMINDERS:

- The new website for accessing Renweb is factsmgt.com
- The desktop version of Renweb is no longer supported
- Please remember to change from Date to Term Date Term when you enter Classroom, else you will not see all your classes



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- **REPORT CARD (Grades)**

- COMMENTS

- SKILL SET



REPORT CARD (Exam Grades)

- **EXAM GRADES DO NOT** GO IN THE GRADEBOOK
- INSTEAD CLICK ON **REPORT CARD** FROM THE DROP-DOWN MENU ON THE RIGHT AND YOU WILL BE BROUGHT TO A SCREEN WITH MORE GRADING OPTIONS
- NOTE OTHER AVAILABLE INFORMATION SUCH AS AVERAGE, GPA, STUDENT PASS OR FAIL

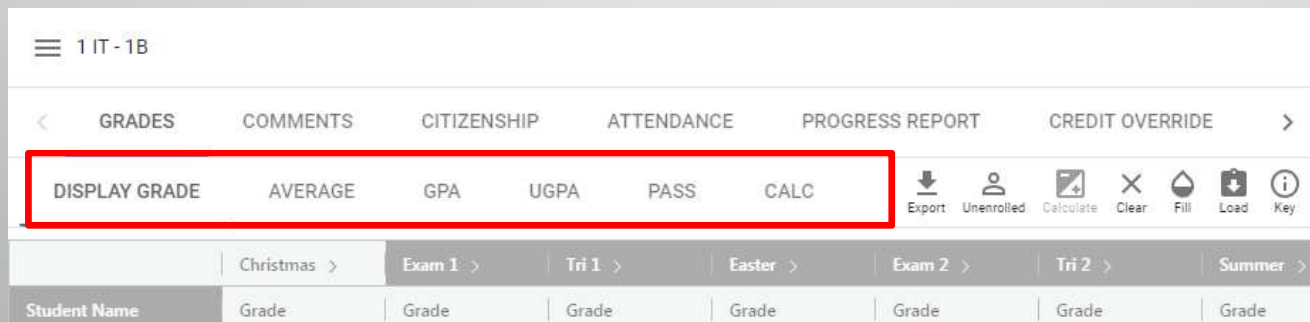
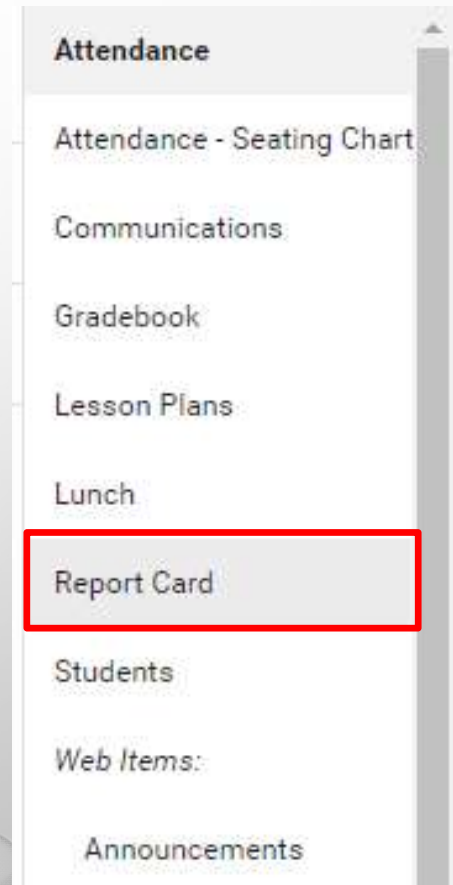




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- REPORT CARD
- **COMMENTS**
- SKILL SET

COMMENTS

- THERE IS A PRESET LIST OF GENERIC COMMENTS THAT IS TO BE USED
- CLICK ON **COMMENTS**, SELECT THE STUDENT AND A POP UP BOX WILL APPEAR
- CLICK **KEY** AND THE DROP-DOWN LIST WILL APPEAR ON THE RIGHT. THEN CHOOSE THE RELEVANT COMMENT
- CLICK THE **SAVE** BUTTON WHEN FINISHED

CHRISTMAS EASTER SUMMER

Export Unenrolled Clear Fill Key

Class Comment

Enter class comments

Student Name	Length	Comment
1) Arscott, Joshua	0	Arscott, Joshua
2) Barrett, Christian	0	
3) Betty, Kahiem	0	
4) Brooks, Dechari	0	
5) Buckley, Tyrique	0	
6) Capleton, Brandon	0	
7) Clarke, Kevon	0	

Comment Codes

- 1 A very keen student, who has maintained a high standard of work.
- 2 A hardworking and capable student.
- 3 Works consistently and is making progress.
- 4 A diligent and conscientious student.
- 5 Studies when unsupervised.
- 6 He tries but finds the subject difficult.
- 7 Works accurately and with due attention to detail.
- 8 Has a good grasp of facts, but unable to express them effectively.
- 9 Has potential but does not work hard enough.

COMMENTS

- INSERT A COMMENTS UNDER EACH STUDENT'S NAME
- THE COMMENTS WILL START WITH **F/T** FOR FORM TEACHERS, **Y/S** FOR YEAR SUPERVISOR, **PRINCIPAL** FOR THE PRINCIPAL, AND **GUIDANCE** FOR THE COUNSELLORS
- THEREFORE, THE SOURCE OF THE COMMENT IS CLEAR ON THE REPORT CARD

The screenshot shows a report card interface for class 1 IT-1B. The 'COMMENTS' tab is selected and highlighted with a red box. Below the tabs, there is a 'Class Comment' input field, also highlighted with a red box, with the placeholder text 'Enter class comments'. Below the input field is a table with the following data:

Student Name	Length	Comment
1) Arscott, Joshua	0	
2) Barrett, Christian	0	
3) Betty, Kahiem	0	
4) Brooks, Dechari	0	
5) Buckley, Tyrique	0	
6) Capleton, Brandon	0	
7) Clarke, Kevon	0	
8) Davis, Javaughn	0	
9) Eldemire, Andre	0	
10) Forsyth, Triston	0	
11) Gibson, Dante'	0	
12) Giscombe, Tyler-Rhys	0	



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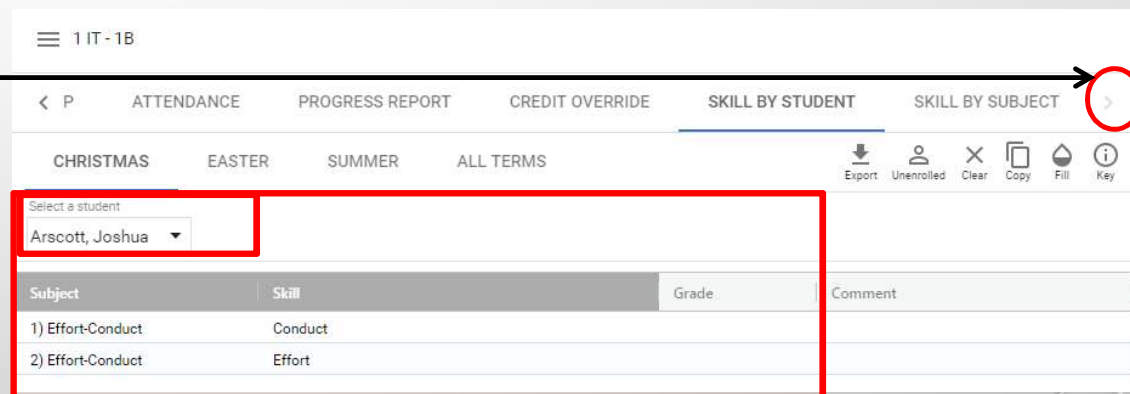
- REPORT CARD
- COMMENTS
- SKILL SET

SKILL SET (BY STUDENT)

THE SKILL SET IS A GRADE THAT REFLECTS THE EFFORT AND CONDUCT OF THE STUDENT

SCROLLING **RIGHT**, CLICK ON '**SKILL BY STUDENT**'

- SELECT THE STUDENT FROM THE DROP-DOWN MENU
- GRADE **BOTH** CONDUCT AND EFFORT WITH A LETTER GRADE (**A-E**), FROM A BEING THE BEST TO E BEING THE WORST



1 IT-1B

< P ATTENDANCE PROGRESS REPORT CREDIT OVERRIDE **SKILL BY STUDENT** SKILL BY SUBJECT >

CHRISTMAS EASTER SUMMER ALL TERMS

Export Unenrolled Clear Copy Fill Key

Select a student
Arscott, Joshua

Subject	Skill	Grade	Comment
1) Effort-Conduct	Conduct		
2) Effort-Conduct	Effort		

SKILL SET (BY SUBJECT)

YOU MAY ALSO GRADE THE ENTIRE CLASS BY SELECTING EITHER **CONDUCT** OR **EFFORT**

The screenshot shows a software interface for grading skills by subject. At the top, there is a navigation bar with several options: '< P', 'ATTENDANCE', 'PROGRESS REPORT', 'CREDIT OVERRIDE', 'SKILL BY STUDENT', and 'SKILL BY SUBJECT' (which is highlighted with a red box). Below the navigation bar, there is a term selection bar with 'CHRISTMAS', 'EASTER', 'SUMMER', and 'ALL TERMS'. To the right of the term selection bar, there are several icons: 'Export', 'Unenrolled', 'Clear', 'Fill', and 'Key'. Below the term selection bar, there is a dropdown menu for 'Select a skill' (highlighted with a red box) with the selected option 'Effort-Conduct: Conduct'. Below the dropdown menu, there is a table with three columns: 'Student Name', 'Grade', and 'Comment'. The table contains 13 rows of student names. A large red box highlights the 'Grade' and 'Comment' columns and the rows below the header.

Student Name	Grade	Comment
1) Arscott, Joshua		
2) Barrett, Christian		
3) Betty, Kahiem		
4) Brooks, Dechari		
5) Buckley, Tyrique		
6) Capleton, Brandon		
7) Clarke, Kevon		
8) Davis, Javaughn		
9) Eldemire, Andre		
10) Forsyth, Triston		
11) Gibson, Dante'		
12) Giscombe, Tyler-Rhys		
13) Grant, Kacy		



THANK YOU FOR YOUR TIME

IF YOU EXPERIENCE ANY DIFFICULTY WHILE ENTERING YOUR GRADES FEEL FREE TO CONTACT THE ICT
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