Overview

The Q Class Marks module allows you to enter marks for all students in a specific course title. Comments and notes may also be entered.

Click the **Q Shell** menu item from the TeacherConnection Main menu.

On the Q Shell Screen, hover over the Menu button and then hover over the **Class Marks** located under the Marks menu and give it a single click to access the module.

Use the **navigation arrows** or **Find** button, locate the **Course Title** you would like to enter **Student Marks** for.
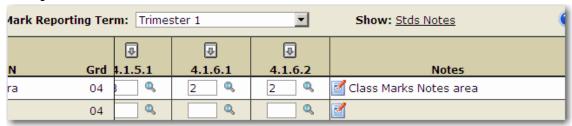
Entering Marks for Students

Once you find the specific Course Title, it's easy to enter student marks.

Select the desired Student.
Mark Reporting Term: Select the correct reporting term from the dropdown.
Show: All – defaults to displaying **Standard Marks, Academic Marks, Comments, and Notes.**
Example: Stds Notes.

User can items they do not want to enter at this time and enter only items which are selected

When the course entry screen is expanded, user can enter a mark in a box.
The tab key may be used to navigate from box to box.
Comments may be added by selecting a pre-defined comment from the drop down list.
Notes may be added by typing text in the free form notes field box.
FYI: Spell Check is **NOT** available from the Notes field.
To clear entered marks before submitting, click **Reset.**
Click the **Submit** button to submit marks.