Entering Work Samples in eSIS (Teachers)

Teachers open eSIS to your Teacher Assistant Account:

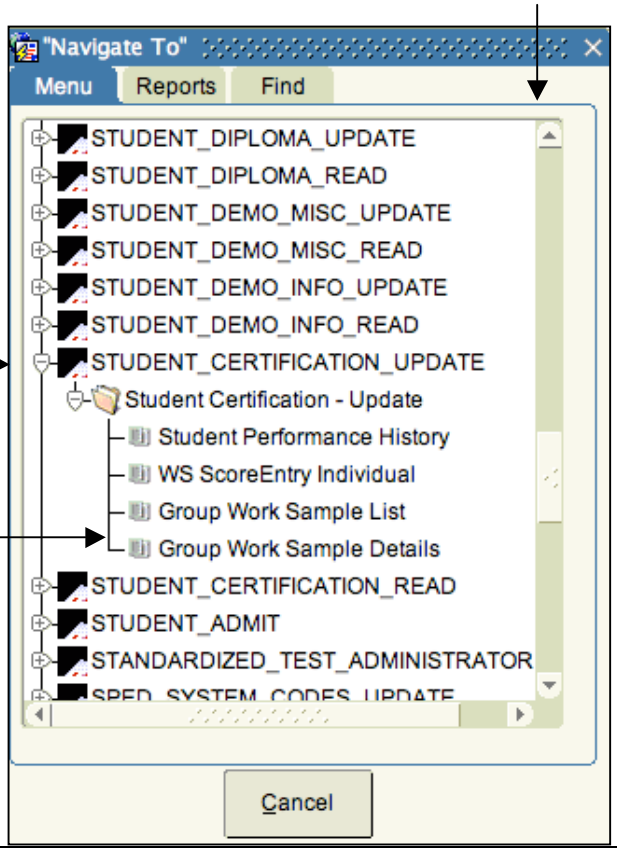
Click on the blue Navigate Arrow on the bottom right of your screen.

Use the vertical scroll bar on the right side of this pop-up to find the work sample folder.

Click on the plus sign to the left of Student_Certification _ Update

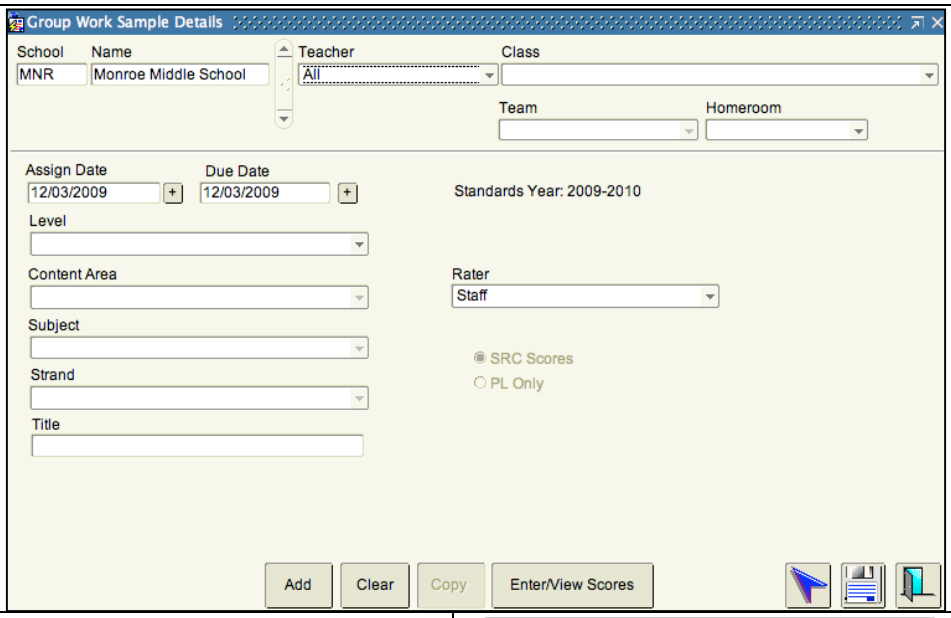
(If the Student Certificaiton – Update folder is not open, click on the plus sign to the left.)

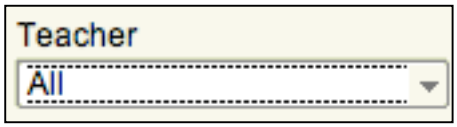
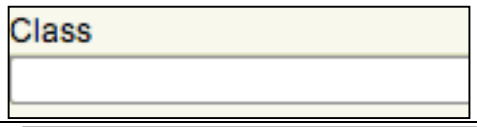
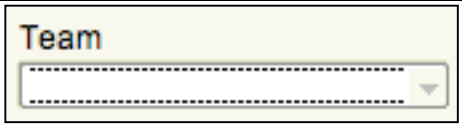
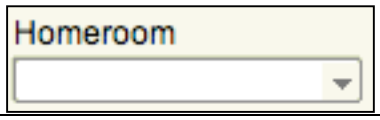
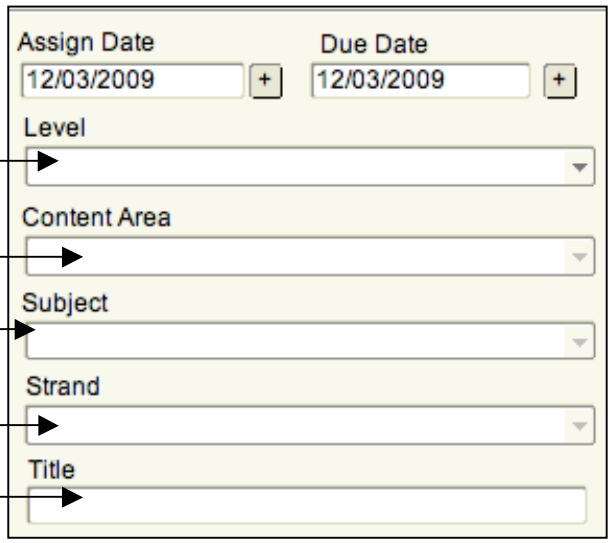
Select Group Work Sample Details by double clicking on that line.

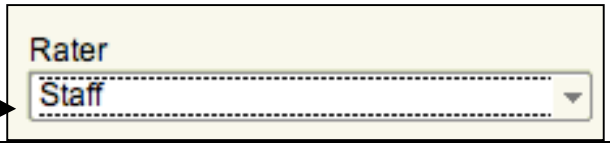
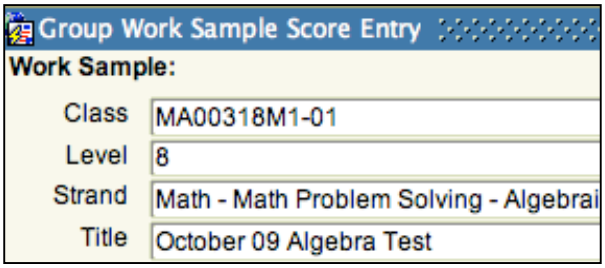
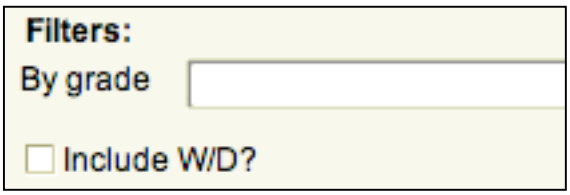
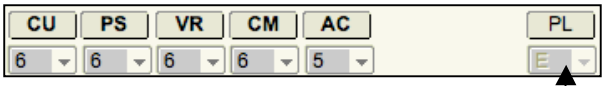
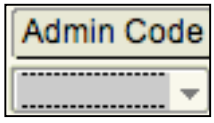
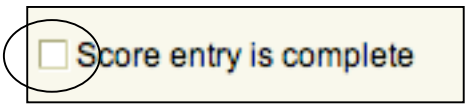


This is the Group Work Sample entry screen.

You will set up most fields to record student scores



1	Starting at the first blank at the top of the screen, use the down arrow to the right of the Teacher field to select the students' teacher.	
2	Middle and High School staff should select the down arrow on the Class field.	
3	The Team field may be used by any teacher who has a faculty assignment to a team.	
4	Elementary staff should leave the Class field blank and select a Homeroom or Team from the list in the down arrow.	
5	*Use the right side down arrow to select and entry for each of these fields.* Edit the Assign Date and Due Date fields as appropriate. → <u>Level</u> = test level; roughly equivalent to grade → <u>Content Area</u> =(various options listed under) → <u>Subject</u> =(various options listed) → <u>Strand</u> =(various options listed) → Title= a unique title that describes this test for easy locating later. →	

6	On the right side of the screen, use the down arrow to select the name of this test's Rater. (The Rater is usually the teacher.)	
7	Now that all the fields are filled in, select the Save icon on the bottom right of the screen.	
8	Click on Enter/View Scores to navigate to the list of students.	
9	This is the Group Work Sample Score Entry screen. On the top left you will see a recap of the setup you have selected from previous screens. Below the recap is a listing of all students currently assigned to this class, team or homeroom.	
10	The student list may be refined by selecting a grade filter offered to the upper right of this screen. Check the box to include withdrawn students on this listing.	
11	To the right of each student's name you will find abbreviated titles of scoring categories. Use the down arrow to select the score. You may **tab** to the next column.	
12	When all the scores for each category are recorded, the final Performance Level will automatically calculate on the next column entitled PL. *(E =Exceeds, M=Meets or D= Does Not Meet)*	
13	If a student did not take the test, use the down arrow in the Admin Code field to select a reason.	
14	When all students have scores or an Admin Code, click the Score entry is complete box on the lower left of the screen.	
15	Click the Save icon. Click the door icon to exit this screen.	