
**The Office of
Information and Organizational Systems**

**MCPS
Online Administrative Student
Information System (OASIS)
Elementary School Mark Correction
User Manual**

Version 1.0

Revised: November 15, 2006

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Introduction

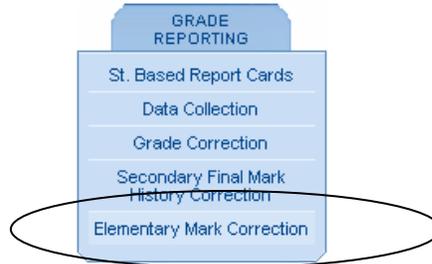
The Elementary School Mark Correction is a module in MCPS' Online Administrative Student Information System (OASIS). It allows its users to update grades, by marking period, for a student's elementary school years.

The intended users of this module are School Registrars or designated person.

1 View an Elementary Student's Grade History

To view a student's enrollments MCPS and non-MCPS elementary school enrollments:

1. Log in to OASIS.
2. Hover the mouse pointer over the **Grade Reporting** tab to display its menu choices.
3. Click **Elementary Mark Correction**. The student's **Elementary Student Enrollment Detail** page appears.



If you have not selected a school, you may be asked to do so. See Section 3.3 Select a School for more information.

If no student has already been selected, the **Student Search** page appears. Retrieve the student's records either by their name or student ID number. See Section 3.2 Search for Students for information on this task.

> [Grade Reporting](#) > [Elementary Mark Correction](#) [Printer Friendly](#)

Elem Student Enrollment Detail

Grade	School Name	School Number	School Entry Date	Withdrawal Date	School Year	
4	SHERWOOD ELEMENTARY	501	08/28/2006		2007	View
3	SHERWOOD ELEMENTARY	501	02/02/2006		2006	View/Edit
3	WHEATON WOODS ELEMENTARY	788	08/29/2005	02/02/2006	2006	View/Edit
2	WHEATON WOODS ELEMENTARY	788	08/30/2004	06/16/2005	2005	View
1	WHEATON WOODS ELEMENTARY	788	08/26/2003	06/16/2004	2004	View
15	WHEATON WOODS ELEMENTARY	788	08/27/2002	06/21/2003	2003	View
14	VIERS MILL ELEMENTARY	772	09/04/2001	10/11/2001	2002	View

4. To review a student's mark history for an earlier year, click **View/Edit** for that **Grade**.
Note: The **View/Edit** link is only available for those years that have marks entered.

Elementary Mark Correction

School Year: 2006

Last School Name: PINE CREST ELEMENTARY

Grade: 4

Last School Num: 761

Subjects	MP1 (553)	MP2 (553)	MP3 (761)	MP4 (761)	YrAvg
Reading Comprehension	D	C	C	C	C
• Word Recognition	IIA	NA	NA	NA	
• Comprehension	IIA	NA	NA	NA	
• Reading Grade Level	3	3	3	3	
Listening Comprehension	B	C	B	B	B
Writing Process	B	C	B	B	B
Usage/Grammar/Punctuation/Capitalization	C	D	C	C	C
Spelling	C	D	D	C	C
Handwriting	S	S	O	O	O
Speaking	B	C	B	B	B
Mathematics	E	E	D	C	D
• Concepts	II	N	S	S	
• Computation	II	N	S	N	
• Application/Problem Solving	II	N	N	S	
• Math Grade Level	2	3	2	2	
Social Studies	IIA	C	A	NA	A
Science	C	NA	NA	A	A

2 Enter or Update an Elementary Student's Marks

You can enter or correct an elementary student's marks. Keep in mind that different grades have different marks for classes. OASIS allows you to choose only marks that are appropriate according to policy for the selected grade level and subject.

You can only update information for the current or previous marking periods, and if the current marking period is not signed off yet. Fields for future marking periods are disabled.

To update elementary school grades:

1. Retrieve the student's mark history. Please see Section 1 View an Elementary Student's Grade History for information on this task.

Elementary Mark Correction

School Year: 2006 Last School Name: PINE CREST ELEMENTARY

Grade: 4 Last School Num: 761

Subjects	MP1 (553)	MP2 (553)	MP3 (761)	MP4 (761)	YrAvg
Reading Comprehension	D	C	C	C	C
• Word Recognition	IIA	NA	NA	NA	
• Comprehension	IIA	NA	NA	NA	
• Reading Grade Level	3	3	3	3	
Listening Comprehension	A	C	B	B	B
Writing Process	B	C	B	B	B
Usage/Grammar/Punctuation/Capitalization	C	D	C	C	C
Spelling	D	D	D	C	C
Handwriting	IIA	S	O	O	O
Speaking	B	C	B	B	B
Mathematics	E	E	D	C	D
• Concepts	II	N	S	S	
• Computation	II	N	S	N	
• Application/Problem Solving	II	N	N	S	
• Math Grade Level	2	3	2	2	
Social Studies	IIA	C	A	NA	A
Science	C	NA	NA	A	A
Music	S	O	S	S	S
Art	S	O	O	O	O

2. Using the drop-down lists, select the course's mark to add or change.
3. When finished, click either:
 - **Save** to save the changes. The **Elementary Mark Correction** page remains displayed.

- **Reset** to return the previous entries to fields that you have changed. Keep in mind that this option is not available after you've saved the changes.
- **Cancel** to return to the **Elementary Student Enrollment Detail** page. No changes are saved.

3 Common Tasks

3.1 Log On and Off of OASIS

To log on to OASIS:

1. Enter your User name and Password, and select the appropriate domain.
2. When finished, click **Go**.



To log off of OASIS, click the **Log Out** link in the upper right-hand corner.



3.2 Search for Students

To search for the student's record.

1. On the OASIS menu, click the **Student Search** link in the upper right-hand corner. The **Student Search** page appears.

Montgomery County Public Schools
Online Administrative Student Information System

Student Search | Contact Us | Help | Log Out
Welcome, usern01 | View Profile

SCHEDULING ENROLLMENT **STUDENT DEMOGRAPHICS** GRADE REPORTING

> Student Demographics [Printer Friendly](#)

Student Search

Enter search parameters; at least one field must be entered.

Student ID:

SSN:

Last Name:

First Name:

Status: Active Inactive Either/Don't Know

User Tip

Welcome to OASIS!
Suspensions and Student Programs modules will be back online by the first day of school.

2. Enter search criteria in one or more fields. You can search for a student using the Student ID, social security number (SSN), Last Name, First Name, or a combination of fields. Use the percent sign (%) as a wildcard to enter part of a name or number. For example, entering a **Last Name** and **R%** in the **First Name** field retrieves all students with the designated last name and whose first name begins with R.

Student Search

Enter search parameters; at least one field must be entered.

Student ID:

SSN:

Last Name:

First Name:

Status: Active Inactive Either/Don't Know

3. For Status, click an the option button to search by status:
 - **Active:** All active students that meet the search criteria
 - **Inactive:** All inactive students that meet the search criteria
 - **Either/Don't Know:** All students that meet the search criteria regardless of their active/inactive status
4. Click **Search**. If you entered either a first or last name, you see the list of students that match the search criteria.

Student Search

Search Results (Click on a column heading to sort the list)

Student ID	Last Name	First Name	M.I.	D.O.B	Age	Active YN	Last School Name	Last School No.
743	H	B	II	01/21/1988	18	Y	Montgomery Blair High	757
621	H	L	M	10/06/1984	21	N	Rosemary Hills Elementary	794
960	H	II	B	07/11/1997	9	Y	Sligo Creek Elementary	517
585	H	R	S	01/03/1982	24	N	Sherwood High	503
621	H	S	N	09/23/1984	22	N	Walter Johnson High	424
563	H	S	M	05/04/1981	25	N	N/a	0

5. To see a student’s record, click the **Student ID**.

The student whose record is retrieved is now the current student. Student-based work that you perform in this module will pertain to that student until you retrieve another student’s record.

In many cases, secondary information about the student is available but is hidden by default on the page.

- Click its **Open** button to view that information.

> [Scheduling](#) > [Secondary Drop Add](#)



- Click its **Hide** button to hide the information.

> [Scheduling](#) > [Secondary Drop Add](#) > [View Class By Course](#)



Note: You can search for a new student at any time while you are working in a module. Enter a Student ID number in the Search box on the left-hand menu and click **Go**.

6. Some students have enrollments in more than one school, including non-MCPS schools. If you select **Scheduling → Secondary Drop Add → Student Class Drop/Add**, all enrollments will appear. Click **View Schedule** for the school schedule you want to view.

School No.	School Name	Enrollment Date	Withdrawal Date	
230	ROCKVILLE HIGH	11/07/2005		View Schedule
789	ALBERT EINSTEIN HIGH	08/29/2005	11/07/2005	View Schedule

3.3 Select a School

If you are involved in more than one school, you may be asked to select the appropriate one. To do so,

1. On the right-hand menu, see the **School Detail** tab.
2. Under **Select Another School:**, click the down arrow. A list of schools appears.
3. Click the school name to select it.

The screenshot shows the 'Teacher List' page. The navigation menu on the left includes 'SCHEDULING', 'ENROLLMENT', 'STUDENT DEMOGRAPHICS', 'GRADE REPORTING', 'ASSESSMENTS', and 'REPORTS'. Under 'Master Schedule Maintenance', there are links for 'Teacher/Counselor Mnt.', 'Class Info Mnt.', 'Add New Class/Section', 'Course Mnt. By Year', and 'Restricted Course List By Year'. The 'School Detail' tab is active, showing 'No School.' and a 'Show' dropdown. The 'Select Another School:' dropdown is open, listing schools such as 'A. Mario Loiederman Middle', 'Albert Einstein High', 'Argyle Middle', 'Baker Middle', 'Benjamin Banneker Middle', 'Bethesda-chevy Chase High', 'Briggs Chaney Middle School', 'Cabin John Middle', 'Col Zadok Magruder High', and 'Damascus High'. The 'Argyle Middle' option is selected. A message in the main content area reads: 'Please select a school before continuing.'