The Office of Information and Organizational Systems

MCPS

Online Administrative Student Information System (OASIS)

Elementary School Mark Correction

User Manual

Version 1.0

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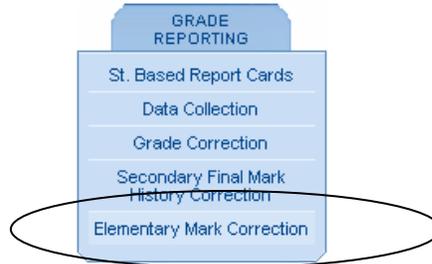
If you have not selected a school, you may be asked to do so. See Section 3.3 Select a School for more information.

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.

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	NA	NA	NA	NA	
• Comprehension	NA	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	N	N	S	S	
• Computation	N	N	S	N	
• Application/Problem Solving	N	N	N	S	
• Math Grade Level	2	3	2	2	
Social Studies	NA	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.

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.

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.

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.

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.

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

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.

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.