

Grade Book and Attendance Log Manual (SIS version 1.4)

I. Main grade book/attendance log page

I.1. To get to the grade book/attendance log, you must open the web browser and enter the address <http://www.ashtoncollege.com/sis/>. You will see the following page:

The screenshot shows the login page of the Ashton College Student Information System. At the top left is the Ashton College logo. To the right, it says "Student Information System". Below this is a navigation bar with seven tabs: "Student Information", "Program/Course Information", "Practicum Information", "Grade Book Attendance Log", "Tuition Information", "Advising Information", and "Reports". The "Grade Book Attendance Log" tab is highlighted. In the center, there is a "Login" section with two input fields: "Username:" and "Password:". Below these fields is a "Continue" button. At the bottom left, there is a copyright notice: "© Copyright 2011 Ashton College Vancouver, B. C. | All rights reserved".

I.2. Your username will be the first letter of your first name followed by your last name (e.g. *jsmith* for John Smith) and your password will be *ashton*. Once you log in, you should see a page similar to this:

The screenshot shows the home page of the Ashton College Student Information System after a successful login. The navigation bar is the same as in the previous screenshot, but the "Grade Book Attendance Log" tab is now highlighted in orange. Below the navigation bar, there is a personalized greeting: "Good morning, Mateus. Welcome to the SIS. Please, use the tabs above to navigate through the system." At the bottom left, there are links: "Home Page | Change Password | Change Log | Log Out". Below these links is the same copyright notice: "© Copyright 2011 Ashton College Vancouver, B. C. | All rights reserved".

I.3. For security reasons, it is highly recommended that you change your password, by clicking on the link "Change Password" on the bottom of the page. After changing your password, you can click on the orange tab to get to the Grade Book/Attendance Log main page:

The screenshot shows the main page of the Ashton College Student Information System Grade Book/Attendance Log. The navigation bar is the same as in the previous screenshots, with the "Grade Book Attendance Log" tab highlighted in orange. Below the navigation bar, there is a search and filter section. It includes a "Show courses running from" field with a date input, an "until" field with a date input, and a "Sort courses by" dropdown menu set to "Start Date" and "Descending". There is an "Apply" button to the right. Below this section is a table with the following data:

School	Code	Course Name	Start Date	End Date	Students	Grade Book	Attendance Log
School of Business	DA04	Business Communication	04-May-2011	20-May-2011	6	Grade Book	Attendance Log
School of Business	DA03	Business Law	11-Apr-2011	29-Apr-2011	6	Grade Book	Attendance Log
School of Business	DA02	Micro & Macro Economics	21-Mar-2011	06-Apr-2011	6	Grade Book	Attendance Log
School of Business	DA01	Financial Accounting Fundamentals	28-Feb-2011	16-Mar-2011	6	Grade Book	Attendance Log

At the bottom left, there are links: "Home Page | Change Password | Change Log | Log Out". Below these links is the same copyright notice: "© Copyright 2011 Ashton College Vancouver, B. C. | All rights reserved".

I.4. This page lists all the courses you have taught in the last 6 months, are teaching and will start teaching in the next 2 months. If you want to include older courses or if you do not want to see the whole list, you can select the dates used to generate the course list by clicking on the two boxes on the top left side of the screen:

Ashton College Student Information System

Student Information | Program/Course Information | Practicum Information | **Grade Book Attendance Log** | Tuition Information | Advising Information | Reports

Show courses running from 2011-01-31 until 2011-06-30 Sort courses by Start Date Descending Apply

School	Code	Course Name	Start Date	End Date	Students	Grade Book	Attendance Log
School of Business	DA06	Financial Accountin	16-Jun-2011	02-Jul-2011	6	Grade Book	Attendance Log
School of Business	DA05	Business Quantitat	26-May-2011	13-Jun-2011	6	Grade Book	Attendance Log
School of Business	DA04	Business Commur	04-May-2011	20-May-2011	6	Grade Book	Attendance Log
School of Business	DA03	Business Law	11-Apr-2011	29-Apr-2011	6	Grade Book	Attendance Log
School of Business	DA02	Micro & Macro Econ	21-Mar-2011	06-Apr-2011	6	Grade Book	Attendance Log
School of Business	DA01	Financial Accountin	28-Feb-2011	16-Mar-2011	6	Grade Book	Attendance Log

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I.5. The courses are ordered by start date, the most recent courses being displayed at the top of the list. You can, alternatively, sort the courses by code, name or end date, ascending or descending, by using the two drop-down boxes on the right side of the date boxes above mentioned.

The last two columns of the list (from left to right) contain links for the grade book and attendance log of each course. You just have to click on the tool you want to open. The next section (II) will introduce the attendance log while the section III of this guide will introduce the grade book.

II. Attendance Log

II.1. When the attendance log is opened for the first time for a given course, it will look like this:

Ashton College Student Information System

Student Information | Program/Course Information | Practicum Information | **Grade Book Attendance Log** | Tuition Information | Advising Information | Reports

Attendance Log - DA01 - Financial Accounting Fundamentals (28-Feb-2011 to 16-Mar-2011) +Add Date

ID#	Student Name
110003	da Silva, José
110002	Dupont, Jean
110004	Müller, Hans
110005	Rossi, Mario
110001	Smith, John (*)
110006	Yamada, Taro

Remove Date:

Legend: P = Present; A = Absent; L = Late; LE = Left Early; EA = Excused Absence; H = Holiday

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II.2. This page shows the course code and title, as well as the start and end dates. Under it, there is a list of all students who have registered for that course, even those who have cancelled their enrolment after the course had started, or have any pending status. Those students will have an asterisk on the right of their names, between parentheses, and their status can be checked by placing the cursor over their names. If any data displayed on this page seems wrong (the dates don't match, or any student is missing), please contact the registrar as soon as possible.

II.3. To enter the attendance record to a given day, you must click on the "+ Add Date" link on the right side of the screen, and choose a date from the calendar that will appear, as shown below:

Ashton College Student Information System

Student Information | Program/Course Information | Practicum Information | **Grade Book Attendance Log** | Tuition Information | Advising Information | Reports

Attendance Log - DA01 - Financial Accounting Fundamentals (28-Feb-2011 to 16-Mar-2011) [+Add Date](#)

ID#	Student Name
110003	da Silva, José
110002	Dupont, Jean
110004	Müller, Hans
110005	Rossi, Mario
110001	Smith, John (*)
110006	Yamada, Taro

Remove Date:

Legend: P = Present, A = Absent, L = Late, LE = Left Early, EA = Excused Absence, H = Holiday

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II.4. When you select a date, a new column will be added to the attendance log. The picture below shows a new column added for the first day of the course taken as example:

Ashton College Student Information System

Student Information | Program/Course Information | Practicum Information | **Grade Book Attendance Log** | Tuition Information | Advising Information | Reports

Attendance Log - DA01 - Financial Accounting Fundamentals (28-Feb-2011 to 16-Mar-2011) [+Add Date](#)

ID#	Student Name	Feb-28 check all
110003	da Silva, José	A
110002	Dupont, Jean	A
110004	Müller, Hans	A
110005	Rossi, Mario	A
110001	Smith, John (*)	A
110006	Yamada, Taro	A

Remove Date: X

Legend: P = Present, A = Absent, L = Late, LE = Left Early, EA = Excused Absence, H = Holiday

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II.5. If a wrong date has been entered by mistake, you can remove it by clicking on the red "X" on the bottom of the column.

II.6. The attendance for each student can be selected from the drop-down list. The five available options are Present, Absent, Late, Left Early, Excused Absence and Holiday.

II.7. If you want, you can change every student's attendance from "Absent" to "Present" with only one click, using the blue "check all" link just under the date. After some weeks, the attendance log should look like the example on the next page:

Student Information	Program/Course Information	Practicum Information	Grade Book Attendance Log	Tuition Information	Advising Information	Reports
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Attendance Log - DA01 - Financial Accounting Fundamentals (28-Feb-2011 to 16-Mar-2011)
[+Add Date](#)

ID#	Student Name	Feb-28 check all	Mar-01 check all	Mar-02 check all	Mar-03 check all	Mar-04 check all	Mar-07 check all	Mar-08 check all	Mar-09 check all	Mar-10 check all	Mar-11 check all	Mar-14 check all	Mar-15 check all	Mar-16 check all
110003	da Silva, José	P	P	L	P	P	P	P	P	A	P	P	LE	P
110002	Dupont, Jean	P	P	P	P	P	P	P	P	L	P	P	P	P
110004	Müller, Hans	P	P	P	P	P	P	P	P	P	P	P	P	P
110005	Rossi, Mario	P	P	P	A	P	P	P	P	P	P	P	P	P
110001	Smith, John (*)	A	A	A	A	A	A	A	A	A	A	A	A	A
110006	Yamada, Taro	P	P	P	P	P	P	P	P	P	P	P	P	P
Remove Date:		X	X	X	X	X	X	X	X	X	X	X	X	X

Legend: P = Present, A = Absent, L = Late, LE = Left Early, EA = Excused Absence, H = Holiday

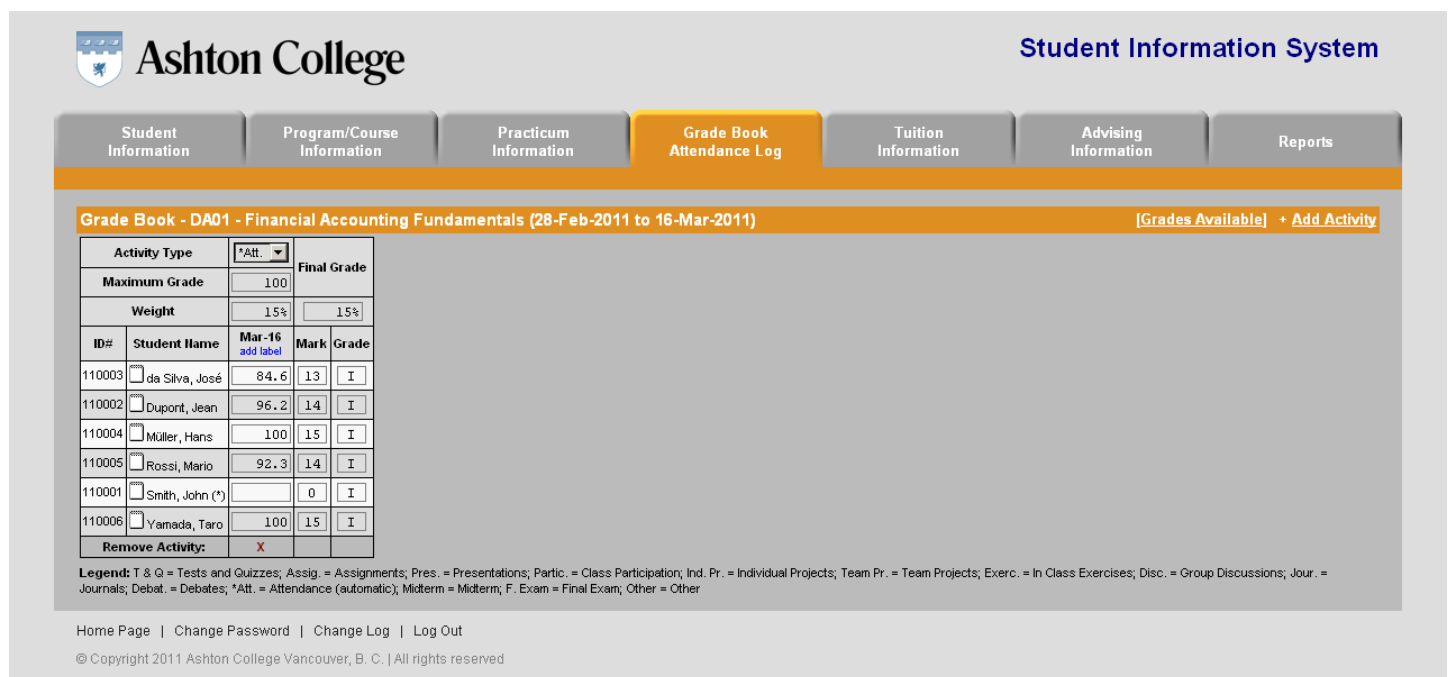
[Home Page](#) | [Change Password](#) | [Change Log](#) | [Log Out](#)

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II.8. You can always go back to the main grade book/attendance log page by clicking on the orange tab at the top of the page. The information is always saved whenever you change the value of any drop-down box.

III. Grade Book

III.1. When the grade book is opened for the first time for a given course, it will look like this:



Grade Book - DA01 - Financial Accounting Fundamentals (28-Feb-2011 to 16-Mar-2011) [\[Grades Available\]](#) [+ Add Activity](#)

Activity Type	*Att	Final Grade		
Maximum Grade	100			
Weight	15%	15%		
ID#	Student Name	Mar-16 add label	Mark	Grade
110003	da Silva, José	84.6	13	I
110002	Dupont, Jean	96.2	14	I
110004	Müller, Hans	100	15	I
110005	Rossi, Mario	92.3	14	I
110001	Smith, John (*)		0	I
110006	Yamada, Taro	100	15	I
Remove Activity:		X		

Legend: T & Q = Tests and Quizzes; Assig. = Assignments; Pres. = Presentations; Partic. = Class Participation; Ind. Pr. = Individual Projects; Team Pr. = Team Projects; Exerc. = In Class Exercises; Disc. = Group Discussions; Jour. = Journals; Debat. = Debates; *Att. = Attendance (automatic); Midterm = Midterm; F. Exam = Final Exam; Other = Other

[Home Page](#) | [Change Password](#) | [Change Log](#) | [Log Out](#)

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III.2. This page shows the course code and title, as well as the start and end dates. Under it, there is a list of all students who have registered for that course, even those who have cancelled their enrolment after the course had started, or have any pending status. Those students will have an asterisk on the right of their names, between parentheses, and their status can be checked by placing the cursor over their names. If any data displayed on this page seems wrong (the dates don't match, or any student is missing), please contact the registrar as soon as possible.

III.3. To enter grades, the first step is to include an activity, that can be a test, presentation, project, exam, etc.. To include an activity, you must click on the "+ Add Activity", and then a calendar will appear:

Ashton College Student Information System

Student Information | Program/Course Information | Practicum Information | **Grade Book Attendance Log** | Tuition Information | Advising Information | Reports

Grade Book - DA01 - Financial Accounting Fundamentals (28-Feb-2011 to 16-Mar-2011) [Grades Available] + Add Activity

Activity Type	*Att.	Final Grade		
Maximum Grade	100			
Weight	15%	15%		
ID#	Student Name	Mar-16 add label	Mark	Grade
110003	da Silva, José	84.6	13	I
110002	Dupont, Jean	96.2	14	I
110004	Müller, Hans	100	15	I
110005	Rossi, Mario	92.3	14	I
110001	Smith, John (*)		0	I
110006	Yamada, Taro	100	15	I
Remove Activity:	X			

Legend: T & Q = Tests and Quizzes; Assig. = Assignments; Pres. = Presentations; Partic. = Class Participation; Ind. Pr. = Individual Projects; Team Pr. = Team Projects; Exerc. = In Class Exercises; Disc. = Group Discussions; Jour. = Journals; Debat. = Debates; *Att. = Attendance (automatic); Midterm = Midterm; F. Exam = Final Exam; Other = Other

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III.4. When you select a date (when the grade was given), a new column will be added to the grade book. The picture on the next page shows a new column added for tests and quizzes as example:

Ashton College Student Information System

Student Information | Program/Course Information | Practicum Information | **Grade Book Attendance Log** | Tuition Information | Advising Information | Reports

Grade Book - DA01 - Financial Accounting Fundamentals (28-Feb-2011 to 16-Mar-2011) [Grades Available] + Add Activity

Activity Type	T & Q	*Att.	Final Grade		
Maximum Grade	100	100			
Weight	0%	15%	15%		
ID#	Student Name	Mar-01 add label	Mar-16 add label	Mark	Grade
110003	da Silva, José		84.6	13	I
110002	Dupont, Jean		96.2	14	I
110004	Müller, Hans		100	15	I
110005	Rossi, Mario		92.3	14	I
110001	Smith, John (*)			0	I
110006	Yamada, Taro		100	15	I
Remove Activity:	X	X			

Legend: T & Q = Tests and Quizzes; Assig. = Assignments; Pres. = Presentations; Partic. = Class Participation; Ind. Pr. = Individual Projects; Team Pr. = Team Projects; Exerc. = In Class Exercises; Disc. = Group Discussions; Jour. = Journals; Debat. = Debates; *Att. = Attendance (automatic); Midterm = Midterm; F. Exam = Final Exam; Other = Other

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III.5. Before entering the students' grades, you should select the type of activity (assignment, presentation, project, etc.), the maximum grade that can be obtained in that activity (10, 20, 100, etc.) and the weight of that grade. Please note that, in order to have the final grades correctly calculated, the total weight (displayed right under "Final Grade") will have to be 100% by the end of the course. If the total weight is not 100%, the grades will show as "I" (incomplete).

III.6. Then, you can enter the grades for all students. For each grade entered, you can press the "Tab" key to switch to the next student. The grades are automatically saved each time you press the "Tab" key. By the end of the course, the grade book should look like the following screenshot:

Ashton College Student Information System

Student Information | Program/Course Information | Practicum Information | **Grade Book Attendance Log** | Tuition Information | Advising Information | Reports

Grade Book - DA01 - Financial Accounting Fundamentals (28-Feb-2011 to 16-Mar-2011) [Grades Available] + Add Activity

Activity Type	T & Q	T & Q	T & Q	Micte	T & Q	T & Q	*Att.	Tear	F. Ex	Final Grade	
Maximum Grade	10	10	10	100	10	10	100	20	100		
Weight	5%	5%	5%	20%	5%	5%	10%	15%	30%	100%	
ID#	Student Name	Mar-01 add label	Mar-03 add label	Mar-08 add label	Mar-09 add label	Mar-10 add label	Mar-15 add label	Mar-16 add label	Mar-16 add label	Mark	Grade
110003	da Silva, José	8	7	9	80	8	7.5	84.6	20	80	A-
110002	Dupont, Jean	5	6	7	80	7.5	8.5	96.2	15	85	B+
110004	Müller, Hans	9	9	8	85	9.5	8.5	100	15	90	A
110005	Rossi, Mario	7.5	8	8.5	75	8	7	92.3	20	45	B-
110001	Smith, John (*)	0	0	0	0	0	0	0	0	0	F
110006	Yamada, Taro	9.5	9	8.5	90	9	8.5	100	15	95	A+
Remove Activity:		X	X	X	X	X	X	X	X	X	

Legend: T & Q = Tests and Quizzes; Assig. = Assignments; Pres. = Presentations; Partic. = Class Participation; Ind. Pr. = Individual Projects; Team Pr. = Team Projects; Exerc. = In Class Exercises; Disc. = Group Discussions; Jour. = Journals; Debat. = Debates; *Att. = Attendance (automatic); Micte = Midterm; F. Exam = Final Exam; Other = Other

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III.7. You can always go back to the main grade book/attendance log page by clicking on the orange tab at the top of the page. The information is always saved whenever you change the value of any text input or drop-down box.

IV. Special Tools

IV.1. **Activity labels:** If you want, you can label activities with a more specific description than just "Tests and Quizzes" or "Team Projects". In this case, you can click on the "add label" link below any date. Then, you will be prompted to enter a description containing up to 100 characters:

Ashton College Student Information System

Student Information | Program/Course Information | Practicum Information | **Grade Book Attendance Log** | Tuition Information | Advising Information | Reports

Grade Book - DA01 - Financial Accounting Fundamentals (28-Feb-2011 to 16-Mar-2011) [Grades Available] + Add Activity

Activity Type	T & Q	T & Q	T & Q	Micte	T & Q	T & Q	*Att.	Tear	F. Ex	Final Grade	
Maximum Grade	10	10	10	100	10	10	100	20	100		
Weight	5%	5%	5%	20%	5%	5%	10%	15%	30%	100%	
ID#	Student Name	Mar-01 add label	Mar-03 add label	Mar-08 add label	Mar-09 add label	Mar-10 add label	Mar-15 add label	Mar-16 add label	Mar-16 add label	Mark	Grade
110003	da Silva, José	8	7	9	80	8	7.5	84.6	20	80	A-
110002	Dupont, Jean	5	6	7	80	7.5	8.5	96.2	15	85	B+
110004	Müller, Hans	9	9	8	85	9.5	8.5	100	15	90	A
110005	Rossi, Mario	7.5	8	8.5	75	8	7	92.3	20	45	B-
110001	Smith, John (*)	0	0	0	0	0	0	0	0	0	F
110006	Yamada, Taro	9.5	9	8.5	90	9	8.5	100	15	95	A+
Remove Activity:		X	X	X	X	X	X	X	X	X	

Legend: T & Q = Tests and Quizzes; Assig. = Assignments; Pres. = Presentations; Partic. = Class Participation; Ind. Pr. = Individual Projects; Team Pr. = Team Projects; Exerc. = In Class Exercises; Disc. = Group Discussions; Jour. = Journals; Debat. = Debates; *Att. = Attendance (automatic); Micte = Midterm; F. Exam = Final Exam; Other = Other

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After you have entered the label, it will show every time you place the cursor over the activity's date.

IV.2. **Specific notes:** You can enter notes for specific students. To do this, you just have to double-click on the notepad icon beside the student's name. Then, you will see a page like this:

The screenshot shows the 'Student Information System' interface for Ashton College. The 'Grade Book Attendance Log' tab is selected. The page title is 'Grade Book - DA01 - Financial Accounting Fundamentals (28-Feb-2011 to 30-Sep-2011) — Comments for Mario Rossi'. A 'Back to Grade Book' link is visible in the top right.

Date	Activity Type	Grade	Comments
Mar-01	Tests and Quizzes	7.5/10	
Mar-03	Tests and Quizzes	8/10	
Mar-08	Tests and Quizzes	8.5/10	
Mar-09	Midterm	75/100	
Mar-10	Tests and Quizzes	8/10	
Mar-15	Tests and Quizzes	7/10	
Mar-16	Team Projects	20/20	
Mar-16	Final Exam	45/100	Student has decided to retake the final exam because he wanted to improve his grade.
Mar-16	Attendance (automatic)	92.3/100	

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Then, you can type specific comments for each of the grades that were entered. The comments will be saved if you click outside of the text boxes or if you press the "Tab" key. When a student has one or more comments for their grades, the notepad icon beside their names will change to reflect this fact:

The screenshot shows the 'Student Information System' interface for Ashton College. The 'Grade Book Attendance Log' tab is selected. The page title is 'Grade Book - DA01 - Financial Accounting Fundamentals (28-Feb-2011 to 16-Mar-2011)'. There are links for '[Grades Available]' and '+ Add Activity'.


Activity Type	T & C	T & C	T & C	Midte	T & C	T & C	F. Att.	Team	F. Ex.	Final Grade	
Maximum Grade	10	10	10	100	10	10	100	20	100		
Weight	5%	5%	5%	20%	5%	5%	10%	15%	30%	100%	
ID#	Student Name	Mar-01 add label	Mar-03 add label	Mar-08 add label	Mar-09 add label	Mar-10 add label	Mar-15 add label	Mar-16 add label	Mar-16 add label	Mark	Grade
110003	da Silva, José	8	7	9	80	8	7.5	84.6	20	80	A-
110002	Dupont, Jean	5	6	7	80	7.5	8.5	96.2	15	85	B+
110004	Müller, Hans	9	9	8	85	9.5	8.5	100	15	90	A
110005	Rossi, Mario	7.5	8	8.5	75	8	7	92.3	20	45	B-
110001	Smith, John (*)	0	0	0	0	0	0	0	0	0	F
110006	Yamada, Taro	9.5	9	8.5	90	9	8.5	100	15	95	A+
Remove Activity:		X	X	X	X	X	X	X	X	X	

Legend: T & C = Tests and Quizzes; Assig. = Assignments; Pres. = Presentations; Partic. = Class Participation; Ind. Pr. = Individual Projects; Team Pr. = Team Projects; Exerc. = In Class Exercises; Disc. = Group Discussions; Jour. = Journals; Debat. = Debates; *Att. = Attendance (automatic); Midterm = Midterm; F. Exam = Final Exam; Other = Other

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IV.3. **Automatic attendance:** The grades in the "Attendance" column of the grade book are calculated and updated automatically, based on the attendance log. The default weight for attendance is 15%, but you can change it the same way you would change any other weight. If you don't want the attendance to be used in the calculation of the final grade, you can set a weight of "0%".

IV.4. **Incomplete status/final exam retake:** The final exam can be retaken by students, resulting in a second grade that should be added to the same "Final Exam" column. In this case, you can double-click on the student's original grade, and "add an incomplete status", then a second box will appear, and you will be able to enter the grade for the retaken exam. If you want to remove the second box, you can double-click over it and it will be removed. Here we have an example for the fictitious student 110005:



Ashton College

Student Information System

Student Information

Program/Course Information

Practicum Information

Grade Book Attendance Log

Tuition Information

Advising Information

Reports


Grade Book - DA01 - Financial Accounting Fundamentals (28-Feb-2011 to 16-Mar-2011)
[Grades Available] + Add Activity

Activity Type	T & Q	T & Q	T & Q	Micte	T & Q	T & Q	*Att.	Tearn	F. Ex	Final Grade		
Maximum Grade	10	10	10	100	10	10	100	20	100			
Weight	5%	5%	5%	20%	5%	5%	10%	15%	30%	100%		
ID#	Student Name	Mar-01 <small>add label</small>	Mar-03 <small>add label</small>	Mar-08 <small>add label</small>	Mar-09 <small>add label</small>	Mar-10 <small>add label</small>	Mar-15 <small>add label</small>	Mar-16 <small>add label</small>	Mar-16 <small>add label</small>	Mar-16 <small>add label</small>	Mark	Grade
110003	da Silva, José	8	7	9	80	8	7.5	84.6	20	80	83	A-
110002	Dupont, Jean	5	6	7	80	7.5	8.5	96.2	15	85	79	B+
110004	Müller, Hans	9	9	8	85	9.5	8.5	100	15	90	87	A
110005	Rossi, Mario	7.5	8	8.5	75	8	7	92.3	20	45 85	84	A-
110001	Smith, John (*)	0	0	0	0	0	0	0	0	0	0	F
110006	Yamada, Taro	9.5	9	8.5	90	9	8.5	100	15	95	90	A+
Remove Activity:		X	X	X	X	X	X	X	X	X		

Legend: T & Q = Tests and Quizzes; Assig. = Assignments; Pres. = Presentations; Partic. = Class Participation; Ind. Pr. = Individual Projects; Team Pr. = Team Projects; Exerc. = In Class Exercises; Disc. = Group Discussions; Jour. = Journals; Debat. = Debates; *Att. = Attendance (automatic); Midterm = Midterm; F. Exam = Final Exam; Other = Other

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IV.5. **Holding and releasing grades:** The grades you see in the column titled "Final Grade" can also be seen by students when they go to myAshton and can be checked and printed by the registrar at any time. If the grades are not yet final and you don't want people to see their partial grades, you can hide them, by putting them on hold until you decide to release them again. To do this, you just have to click on the "Grades Available" link, beside the "+ Add Activity" link. It will change its text to "Grades on hold" until you click on it to make the grades available again:



Ashton College

Student Information System

Student Information

Program/Course Information

Practicum Information

Grade Book Attendance Log

Tuition Information

Advising Information

Reports


Grade Book - DA01 - Financial Accounting Fundamentals (28-Feb-2011 to 16-Mar-2011)
[Grades on Hold] + Add Activity

Activity Type	T & Q	T & Q	T & Q	Micte	T & Q	T & Q	*Att.	Tearn	F. Ex	Final Grade		
Maximum Grade	10	10	10	100	10	10	100	20	100			
Weight	5%	5%	5%	20%	5%	5%	10%	15%	30%	100%		
ID#	Student Name	Mar-01 <small>add label</small>	Mar-03 <small>add label</small>	Mar-08 <small>add label</small>	Mar-09 <small>add label</small>	Mar-10 <small>add label</small>	Mar-15 <small>add label</small>	Mar-16 <small>add label</small>	Mar-16 <small>add label</small>	Mar-16 <small>add label</small>	Mark	Grade
110003	da Silva, José	8	7	9	80	8	7.5	84.6	20	80	83	A-
110002	Dupont, Jean	5	6	7	80	7.5	8.5	96.2	15	85	79	B+
110004	Müller, Hans	9	9	8	85	9.5	8.5	100	15	90	87	A
110005	Rossi, Mario	7.5	8	8.5	75	8	7	92.3	20	45 85	84	A-
110001	Smith, John (*)	0	0	0	0	0	0	0	0	0	0	F
110006	Yamada, Taro	9.5	9	8.5	90	9	8.5	100	15	95	90	A+
Remove Activity:		X	X	X	X	X	X	X	X	X		

Legend: T & Q = Tests and Quizzes; Assig. = Assignments; Pres. = Presentations; Partic. = Class Participation; Ind. Pr. = Individual Projects; Team Pr. = Team Projects; Exerc. = In Class Exercises; Disc. = Group Discussions; Jour. = Journals; Debat. = Debates; *Att. = Attendance (automatic); Midterm = Midterm; F. Exam = Final Exam; Other = Other

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IV.6. **Student's attendance and grade history:** You can also access the past performance of a given student in all courses that he or she has already taken. To do that, you just need to click on the student's name, and you will see a student's profile like this:



Ashton College

Student Information System
 110005 - Mario Rossi

Student Information

Program/Course Information

Practicum Information

Grade Book Attendance Log

Tuition Information

Advising Information

Reports

Attendance Log for Diploma in Accounting (DA)

	Feb-28	Mar-01	Mar-02	Mar-03	Mar-04	Mar-07	Mar-08	Mar-09	Mar-10	Mar-11	Mar-14	Mar-15	Mar-16
<input type="checkbox"/> DA01 - Financial Accounting Fundamentals	P	P	P	A	P	P	P	P	P	P	P	P	P
<input type="checkbox"/> DA02 - Micro & Macro Economics													
<input type="checkbox"/> DA03 - Business Law													
<input type="checkbox"/> DA04 - Business Communication													
<input type="checkbox"/> DA05 - Business Quantitative Analysis													
<input type="checkbox"/> DA06 - Financial Accounting: Assets													
<input type="checkbox"/> DA07 - Management Accounting Fundamentals													
<input type="checkbox"/> DA08 - Public Speaking													
<input type="checkbox"/> DA09 - Managing Information Systems													
<input type="checkbox"/> DA10 - Corporate Finance Fundamentals													
<input type="checkbox"/> DA11 - Financial Accounting: Liabilities & Equities													
<input type="checkbox"/> DA12 - Accounting Business Case													

Final Grades and Attendance for Diploma in Accounting (DA)

Start Date	Course	Attendance	Final Grade	Final Mark
28-Feb-2011	DA01 - Financial Accounting Fundamentals	92%	84	A-
21-Mar-2011	DA02 - Micro & Macro Economics	0%	0*	
11-Apr-2011	DA03 - Business Law	0%	0*	
04-May-2011	DA04 - Business Communication	0%	0*	
26-May-2011	DA05 - Business Quantitative Analysis	0%	0*	
16-Jun-2011	DA06 - Financial Accounting: Assets	0%	0*	
06-Jul-2011	DA07 - Management Accounting Fundamentals	0%	0*	
18-Jun-2011	DA08 - Public Speaking	0%	0*	
27-Jul-2011	DA09 - Managing Information Systems	0%	0*	
18-Aug-2011	DA10 - Corporate Finance Fundamentals	0%	0*	
09-Sep-2011	DA11 - Financial Accounting: Liabilities & Equities	0%	0*	
30-Sep-2011	DA12 - Accounting Business Case	0%	0*	

Include incomplete courses

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V. Questions & Suggestions

If you find any problem, have any question about the grade book/attendance log, or have suggestions for further improvements, you can visit our helpdesk at <http://www.ashtoncollege.com:8080>.

A French version of this manual may be available upon request.