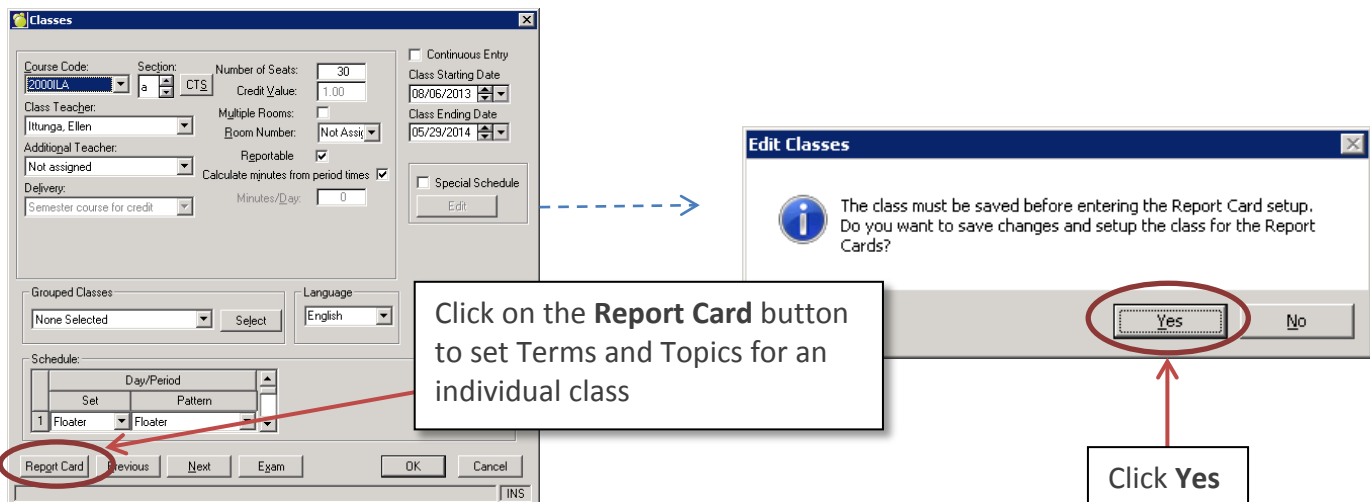


HOW TO ASSIGN TERMS AND TOPICS THROUGH CLASSES FILE

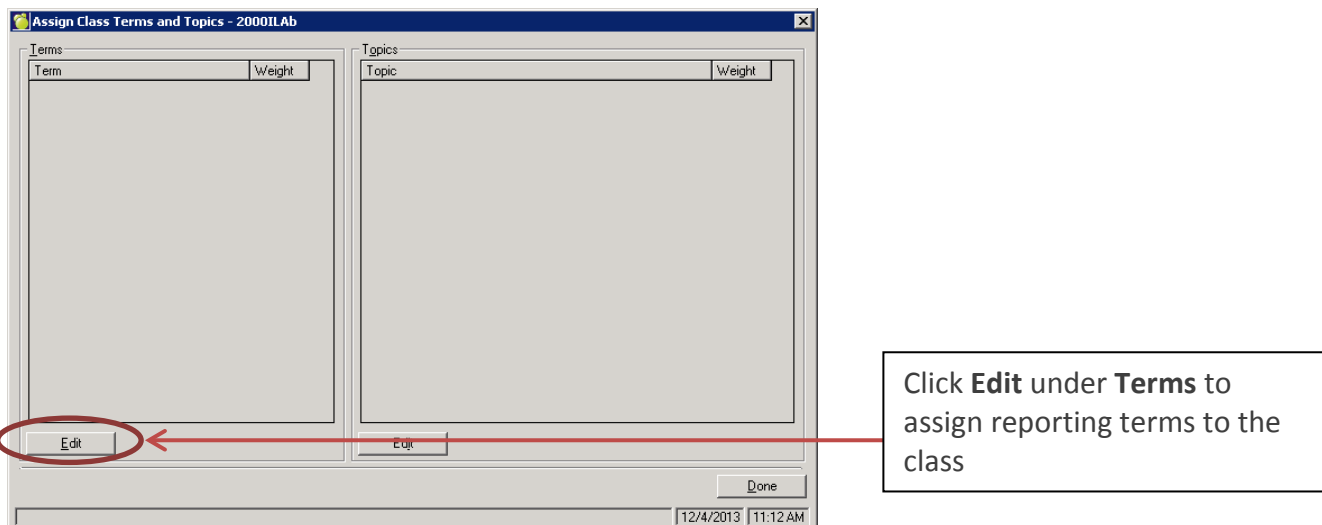
This document explains how to fix an issue where connectEd Web portal reports that “**the Office has not assigned Terms and Topics**”. Each class needs to know what reporting terms (*Terms*) apply to it and what marks are expected (*Topics*). This document explains how to assign them for an individual class to fix the issue.

NOTE: To determine the correct Terms and Topics to assign, please read first **Understanding Terms and Topics** or ask your SIS Coordinator what to assign. It depends entirely on what reports cards you want to use.

1. Go to **File, School Setup, Classes**
2. Click on the class that you want to assign the Terms and Topics to, then click **Edit** button
3. Click on the **Report Card** button and click **Yes** when prompted to save the class before entering the setup.



4. Next, you are presented with a gray screen show below. Click **Edit** under **Terms** to assign the reporting terms.



5. Now check boxes for the appropriate terms and type in their weights in the **Weight** column.

Since **Cumulative Markbooks have been turned on** for all schools, use the Weight of 10 for the last Term and zero for others. With this configuration, the **Final Mark** of the course will be an average of Term marks if the teacher does not use Markbook; if Markbook is used by the teacher, then the Final Mark will be a weighted sum of ALL marks in the Markbook. (The Markbook category and item weights are defined by the teacher.)

Example: Grade K-9 class Term assignment

Term	Weight	Assign
Term 1 (ELEM)	0	<input checked="" type="checkbox"/>
First (SEC)		<input type="checkbox"/>
Term 2 (ELEM)	0	<input checked="" type="checkbox"/>
Second (SEC)		<input type="checkbox"/>
Third (SEC)		<input type="checkbox"/>
Term 3 (ELEM)	10	<input checked="" type="checkbox"/>

Select All Unselect All OK Cancel

For K-6 and 7-9, assign the ELEM terms and type the weights of (0, 0 and 10) as shown

Click OK

Example 2: Senior high semester one class Term assignment

Term	Weight	Assign
Term 1 (ELEM)	0	<input type="checkbox"/>
First (SEC)	0	<input checked="" type="checkbox"/>
Term 2 (ELEM)	10	<input type="checkbox"/>
Second (SEC)	10	<input checked="" type="checkbox"/>
Third (SEC)		<input type="checkbox"/>
Term 3 (ELEM)		<input type="checkbox"/>

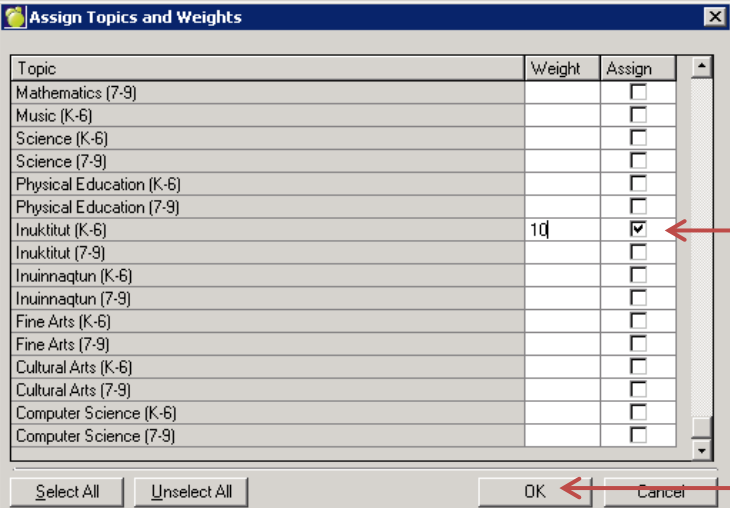
Select All Unselect All OK Cancel

For senior high classes, assign the applicable SEC terms, in this case First (SEC) and Second (SEC). Use the Weights of 0 and 10, as shown.

6. Next, let's assign the **Topic** by clicking **Edit** under Topics:

Click **Edit** under **Topics** to assign the appropriate Topic for the class

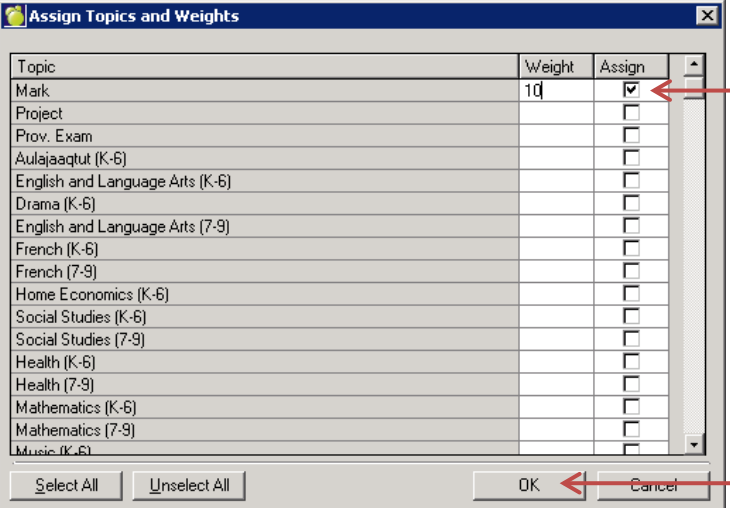
Example 1: Grade 2 Inuktitut class



Select the Topic – in this case **Inuktitut (K-6)** – and type in the Weight of 10 (but any number will do)

Click **OK**

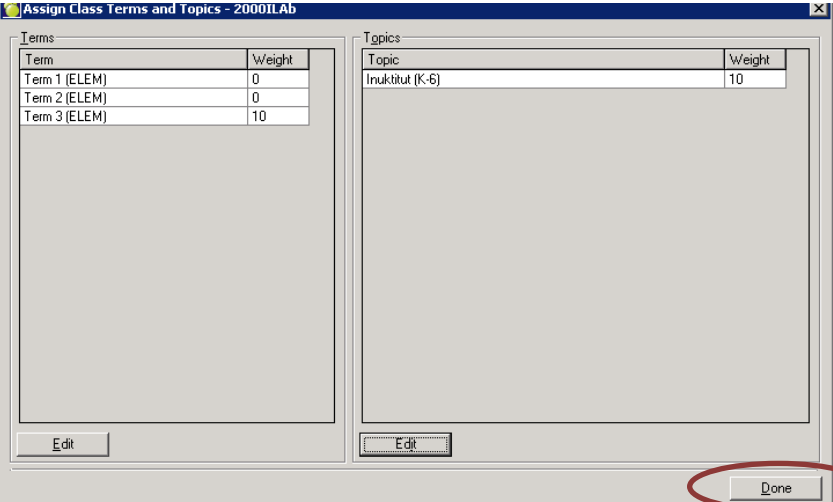
Example 2: Senior high school course (any)



Select the Topic – in this case **Mark** – and type in the Weight of 10 (any number will do)

Click **OK**

7. You are finished! Click **Done**, then run **Correlate Database** under File, Maintenance, Topic-Based Marks.



Click **DONE!**