Shia Ithna'asheri Madressa
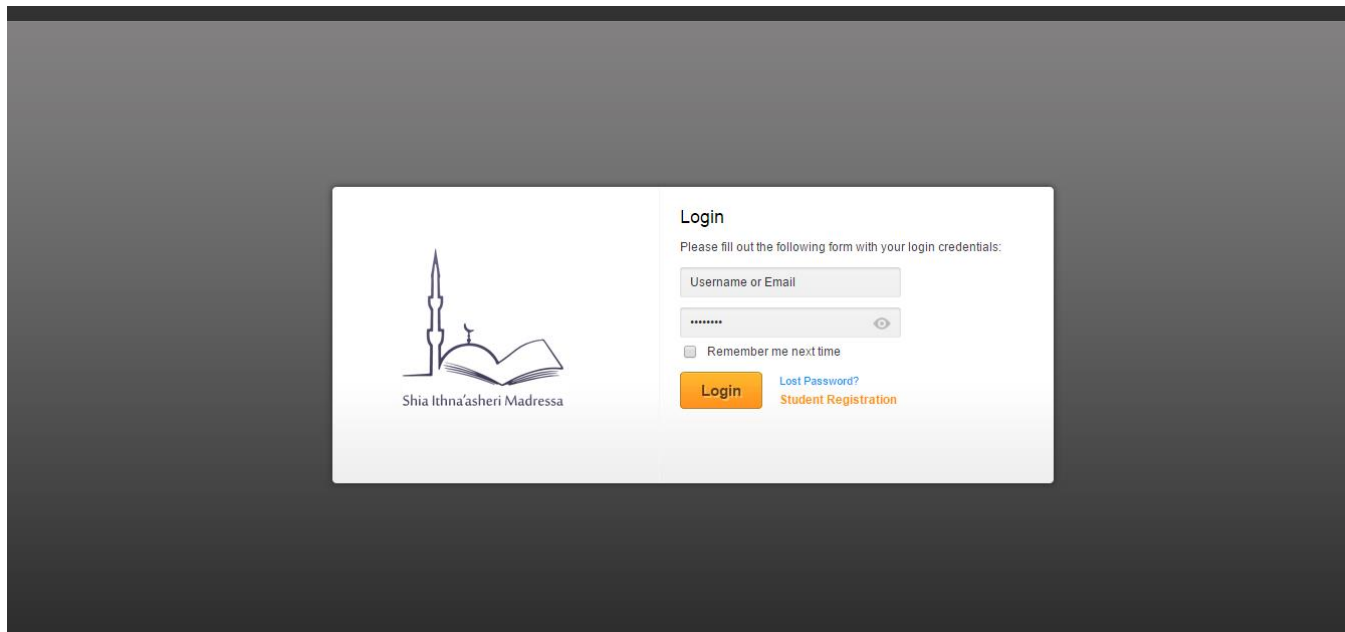
End of Year Expectations

How to Complete them via Teacher Portal

1. Login

In your web browser go to: http://sis.madressa.net

You will see a Login screen. Login with the username and password that were provided to you.

Homepage

When you have logged in successfully you will see your homepage (which will show you, by default, 'My Courses')

If you are a Head of Department (HOD), you will also see an icon stating 'Class Admin', showing you all the classes under your department

On the left side menu you will see several features available to you. On the next slide, we shall explain the relevance of these icons

Assessments

Click on 'Assessments' on the left side menu

Report Cards

Click on the 'Report Card' tab and navigate to the class that you teach

Report Cards

Select the Subject you teach and Term as '2017 – Term 1'. You will then see a list of your students and the option to create new report cards

Report Cards

For each individual student once you have clicked 'Create New' you will see the following options:

Teachers Comment
This comment can be seen by parents and is feedback you provide for the Term
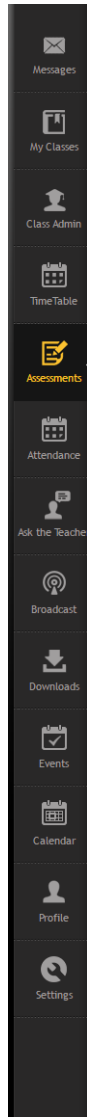
Internal Comment
This comment may be a concern or a reminder to follow up with the student. The comment is not visible to parents.

Rating
As per the Learning Observations Guidelines (click here – Page 2) teachers are to complete a termly report on how each student is performing using the following descriptions:
Weak, Average, Good, Very Good under the categories of 'Knowledge & Understanding', 'Skills & Presentation' and 'Behaviour & Participation'. Ensure that 'Visible to Parents' is **checked**

Complete the above and click 'Submit' under each respective section as you complete it