

This document is organized by the tabs (left to right) that appear in the main horizontal menu of each TWEA page and includes items, tools and functions that are new or upgraded/revised in TWEA 2007.

NOTES:


When working in TWEA, the tab being accessed will appear as a light blue colour (all other tabs will appear dark blue).

A tool is active (available for use) when it appears dark blue and inactive (not available for use) when it appears grey.

Subjects/Students Tab

- ⇒ This functionality is the same in the 2007 version of TWEA
- ⇒ Click on a subject for the student names to appear

Mark Entry Tab

- ⇒ This functionality is the same in the 2007 version of TWEA
- ⇒ Select the appropriate Homeroom using the drop down arrow (if more than one grade level or class is taught)
- ⇒ Select Subject using the drop down arrow (if more than one subject is taught)
- ⇒ For Primary/Junior, use the drop down arrow to select the appropriate letter grade. For Intermediate, type in the appropriate pegged mark. (See chart below.) These can also be found in the 2006 Report Card Guidelines, Page 9, in the Assessment and Education link in the Elementary Program site – [Click here](#) to access this document.
- ⇒ Click “ Save” ... OFTEN. The Save button is located beside the Reporting Period.

Level	Letter Grade (Grade 1-6)	% Mark (Grade 7, 8)	*
4	A+	90 -100	95
	A	85 – 89	87
	A-	80 - 84	82
3	B+	77 – 79	78
	B	73 – 76	75
	B-	70 - 72	71
2	C+	67 – 69	68
	C	63 – 66	65
	C-	60 – 62	61
1	D+	57 – 59	58
	D	53 – 56	55
	D-	50 – 52	51
R	R	Below 50	45

Student CommentsTab

- ⇒ The Tool icons (buttons) are located under the main horizontal menu (tabs)
- ⇒ Tools include Spell Check, Save, Comments Report, Previous Achievements and Missing Achievement Data.
- ⇒ New tools or tools with new or different functionality:

Comments Report

- PDF version of the marks and comments for the entire class for the current reporting period
- Print and use this PDF for editing purposes during the report card process
- Print at the completion of the report card process as a record for future reporting periods

Previous Achievements

- Pop-up window provides a view of previous reports for one selected student
- Use as a reference when completing report cards for reporting period 2 and 3
- This file can also be printed

Missing Achievement Data

- Displays in a check list format for all subjects for the selected Homeroom and indicates the Learning Skills, Marks and/or Comments that have NOT been entered (using an X)
- This file can also be printed

Strand

- This function is located between the “Subject/Skill” drop down and the “Grade” drop down
- Strands are available for Second Language/French, English and Math
- **Use this filter to search for (select) comments only if it was used to build the comment**

Binoculars Select


- This button is located at the bottom left of the page under the “Select Comments” title
- The “Binocular Select” button is still used to search (look for) a comment

Copy To

- This button is located at the bottom left of the page under the “Select Comments” title
- The pop-up window provides a spell check tool. This must be used before the comment is applied
- The pop-up page can also be sorted by clicking on the Grade, Student, or Marks column header. Sorting by Marks will make it easier to find the students in order to apply a comment

Note: If the “Copy To” button does not activate after a selected comment has been applied to the comment to the field, remove the comment and try applying it again. The “Copy To” button must be active (blue) in order to access the class list pop-up. If the “Copy To” still is not active, move to another page, return to “Student Comments” and try again.

Delete:


- This function is only available on the pop-up page within “Student Comments”
- To delete the **entire** comment field from multiple selected students, click the “Copy To” button.
- Select appropriate students & click “Delete”
- If the “ Copy To” button is inactive (gray), apply a comment to activate


NOTE: The comment will not be deleted from the selected student (i.e.: from where the comment was being applied to activate the “Copy To” button). The comment(s) for this student must be deleted manually.

⇒ Flagging:

1. Apply comment to a student
2. Click “Copy To”
3. Spell Check
4. Sort (by Mark)
5. Click appropriate student boxes
6. Apply
7. Close
8. Confirm Save

Note: In stranded subjects, comments must be applied, from the Comment Bank, one at a time. TWEA will not apply two (or more) comments at the same time.

Note: “ Copy To” will only copy from the comment bank. Comments edited in “Student Comments” cannot be applied. A comment can be edited and saved into the bank at “Comment Builder” and then applied at “Student Comments.”

Note: Because an applied comment to an individual student will be placed where the cursor has been left, it is important to place the cursor at the end of the comment. A comment applied to multiple students using “ Copy To” will ALWAYS be placed at the end regardless of the placement in the original students comment field.

Skills/ProgressTab

- ⇒ This functionality is the same in the 2007 version of TWEA
- ⇒ The tool icons include a picture as well as a label
- ⇒ New tools/buttons-these are the same buttons and functions found in the “Student Comments” tab:



Previous Achievements

- Pop-up screen provides a view of previous reports for one selected student
- Use as a reference when completing report cards for reporting period 2 and 3

Missing Achievement Data

- Displays as a check list format for all subjects for the selected Homeroom and indicates the Learning Skills, Marks and/or Comments that have NOT been entered (using an X)

Report Card Tab

- ⇒ Teachers have read-only rights for all students they teach, but have access to edit only the subject areas they teach
- ⇒ New tools or tools with new or different functionality:
 - ☑  Spell Check Class
 - This is a tool to spell check the entire class and provide a list (by bolding) of the mis-spelled words. This list can be printed or viewed on the screen.
 - The correction/editing must be made manually in the Report Card tab.
 - ☑  Spell Check
 - This is a tool to spell check one individually selected student at a time
 - This tool functions as a more traditional spell check i.e. it uses a pop-up window and provides alternatively spelled words and the option to ignore, replace or correct during the spell check process
 - The message in red font, “Finished”, indicates that the spell check has finished for **only** that field (subject comment field). Click “Apply” to move to the next field (subject) for the selected student.
 - When the spell check window disappears, the spell check for that student has been completed

Comment Builder Tab

- ⇒ The top half of the Comment Builder page allows teachers to create comments and save to a Comment Bank (Board, Group or Personal). The bottom half of the Comment Builder page allows for a search (“binocular Select”) of the Comment Bank (Board, Group or Personal) using any or all of the filters available, view the comment in the comment field, edit the comment and save to a bank using any or all of the filters.
- ⇒ New tools or tools with new or different functionality:

Copy To New

- This tool sets up a new comment with identical filters and title
- The filter setting and title may be edited as required when creating the new comment. The comment itself will not be copied, it must be pasted, searched (selected) or typed manually.
- First highlight and copy the comment in the comment field
- Click “Copy To New” and paste the comment in the new field

Strand

- This filter is available for Second Language/French, English and Math

Select, Print, PDF and HTML

- These buttons have the same functionality but are located on the left side of the page