



Shia Ithna'asheri Madressa

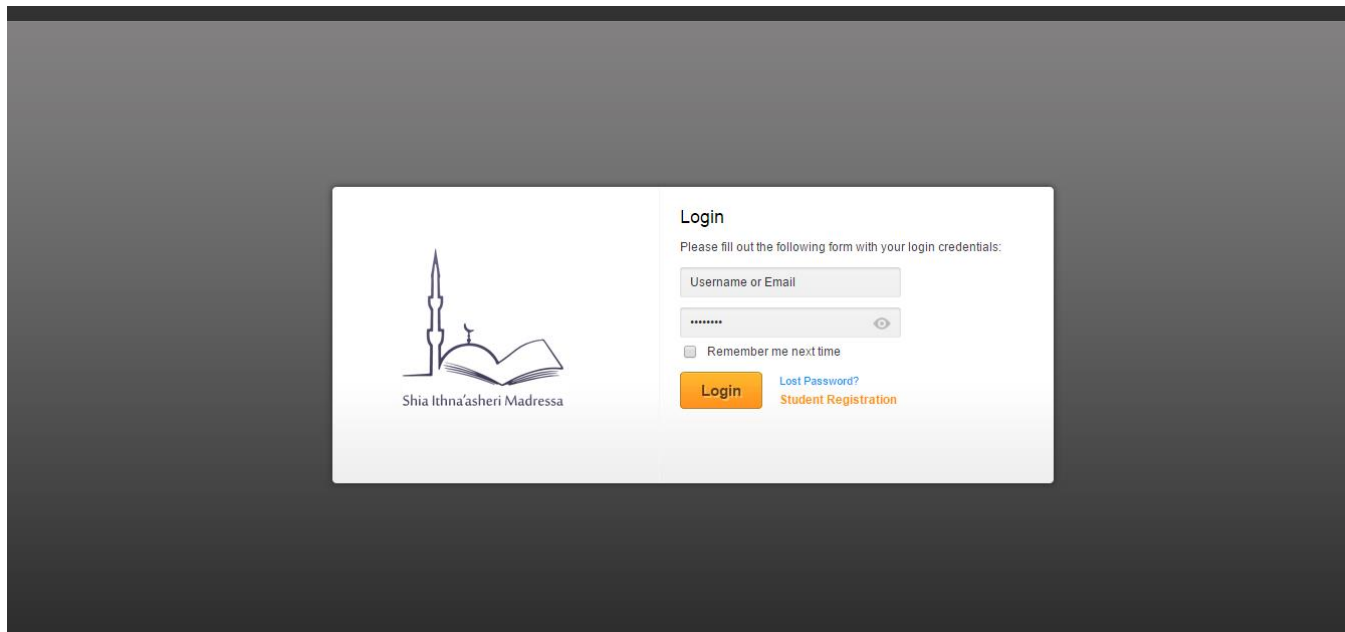
# End of Year Expectations

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

The screenshot displays a user interface for a system. At the top right, there is a user profile icon with a dropdown menu containing 'My Account', 'Settings', and 'Logout'. Below this is a yellow banner with the text 'Welcome [Name] in to your profile.' On the left, a dark sidebar menu contains icons for 'Messages', 'My Classes' (highlighted), 'Class Admin', and 'TimeTable'. The main content area features a 'My Classes' section with a list of three items: 'Juniors (SIM 2017)', 'Juniors (SIM 2016)', and 'Juniors (SIM 2015)', each with a downward arrow icon on the right.

| My Classes         |   |
|--------------------|---|
| Juniors (SIM 2017) | ▼ |
| Juniors (SIM 2016) | ▼ |
| Juniors (SIM 2015) | ▼ |

# Assessments

Click on 'Assessments' on the left side menu

Welcome [Name] in to your profile.

**View Assessment Details**

All Classes My Class Report Card

| Class Name    | Class Teacher | Actions                          |
|---------------|---------------|----------------------------------|
| 1C            | [Redacted]    | No Assessment Scheduled          |
| 1C            | -             | No Assessment Scheduled          |
| 1C            | -             | No Assessment Scheduled          |
| 1C            | -             | No Assessment Scheduled          |
| Class 1A Test | [Redacted]    | <a href="#">View Assessments</a> |

# Report Cards

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

Welcome [Name] in to your profile.

### Manage Report Cards

All Classes My Class Report Card

Juniors (SIM 2017) ▼

| Class Name | Program Coordinator | Start Date  | End Date    |
|------------|---------------------|-------------|-------------|
| 1C         |                     | 01 Jan 2017 | 31 Dec 2017 |

Juniors (SIM 2016) ▼

Test Course (SIM 2016) ▼

Juniors (SIM 2015) ▼

Juniors (SIM 2014) ▼

Messages

My Classes

Class Admin

TimeTable

Assessments

Attendance

Ask the Teacher

# 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

Welcome [Name] in to your profile.

## Manage Report Cards

All Classes My Class Report Card

Previous Year Report Cards

Batch : 1C

Select Subject : Akhlaq/Tarikh/Fiqh Select Term : 2017 - Term 1

Show 10 entries Search:

| Sl no. | Admission No | Name       | Report Card |
|--------|--------------|------------|-------------|
| 1      | 4393         | [Redacted] | Create New  |
| 2      | 4401         | [Redacted] | Create New  |
| 3      | 4402         | [Redacted] | Create New  |
| 4      | 4404         | [Redacted] | Create New  |

# 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

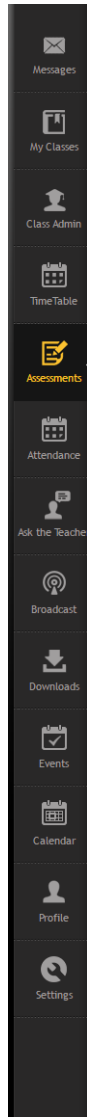
This comment may be a concern or a reminder to follow up with the student. The comment is not visible to parents.

## 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**



### Create Report Card

Manage Reports



Course : Juniors  
Class : 1C  
Teacher :  
Subject : Akhlaq/Tarikh/Fiqh

#### Teachers Comment

The information reported in this box will be fully visible to Parents, therefore please consider the appropriateness of language and do not use shorthand or abbreviations. Guidance has been provided for phrases that can be used and please contact your HoD or admin for another copy if required.

#### Internal Comment

Please enter here anything that you do not wish to share with parents like specific points you wish to continue to observe, or how you would like the student to develop further.

Submit

Visible to parents :

Knowledge & Understanding

Skills & Presentation

Behaviour & Participation

Submit