

MCPS
Online Administrative Student
Information System (OASIS)
Secondary History Mark Correction

User Manual

Version 1.2

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Introduction

The Secondary History Mark Correction module helps users retroactively update a student's transcripts and grade history for MCPS and non-MCPS secondary schools. If the student is currently enrolled (or last enrolled if student is inactive) in your school, then you can view and edit all years of secondary history marks for the student. If the student had attended a non-MCPS secondary school, the student's marks must be sent by that school to the current one.

The primary users of the Secondary History Mark Correction module are registrars.

This User Manual provides brief step-by-step instructions for using the Secondary History Mark Correction module. The last section, **Common Tasks**, describes how to log on and out of OASIS, how to **Search for Students** and **See a Student's Record**, and how to **Select a School**. All prior sections assume that the user knows how to perform the Common Tasks, and that the user has already logged on.

The manual describes these Secondary History Mark tasks:

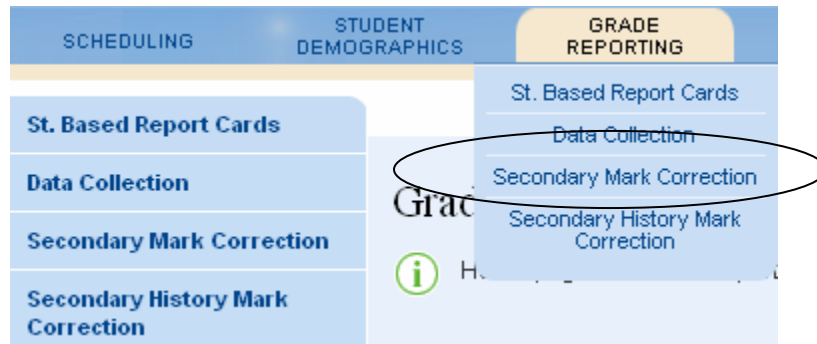
1. Viewing a student's MCPS and non-MCPS final marks for secondary schools
2. Managing a student's MCPS and non-MCPS final marks for secondary schools
3. Adding courses to a student's final record

When you the user have finished working in OASIS, please log out of the system!

1 View a Student's MCPS and non-MCPS Secondary School Enrollments

To view a student's enrollments MCPS and non-MCPS secondary school enrollments:

1. Hover the mouse pointer over the **Grade Reporting** tab to display its menu choices. Click **Secondary History Mark Correction**.



If you have not selected a student, you will be asked to do so. See Section 6.2, Search for Students, for more information.) If no student has already been selected, the **Student Search** screen displays. Retrieve the student's records either by their name or student ID number.

2. The student's **Student Enrollments** screen displays, showing separate grids for **MCPS Enrollments** and **Non-MCPS Enrollments**. If the student had not attended a non-MCPS school, that grid reports, "No Records Found."
3. On the first right-side of the row for the desired school, click **View**.

SCHEDULING ENROLLMENT STUDENT DEMOGRAPHICS **GRADE REPORTING** ASSESSMENTS REPORTS

> [Grade Reporting](#) > [Secondary Final Mark History Correction](#) [Printer Friendly](#)

Secondary Final Mark History Correction

[View/Add Student Final Mark History](#)
[Add Non-MCPS Final Mark History](#)

Student Detail [School Detail](#)

Student Name
 ID: 697 (active)
 NORTHWEST HIGH (246)
 Grade 12
 DOB: 8/23/1988
 Male
 Asian/Pacific Islander

[Hide](#)

Find Another Student:

User Tip
 Welcome to OASIS!
 Suspensions and Student Programs modules will be back online by the first day of school.

Student Enrollments

MCPS Enrollments

Grade	School Name	School Number	School Entry Date	Withdrawal Date	School Year	View Final Grade History	Add Final Grade History
12	NORTHWEST HIGH	246	08/29/2005		2006	View	Add
11	NORTHWEST HIGH	246	08/30/2004	06/16/2005	2005	View	Add
10	NORTHWEST HIGH	246	08/26/2003	06/16/2004	2004	View	Add
7	KINGSVIEW MIDDLE	708	08/31/2000	08/31/2000	2001	View	Add
6	KINGSVIEW MIDDLE	708	09/01/1999	06/16/2000	2000	View	Add

NON-MCPS Enrollments

Grade	School Name	School Number	School Entry Date	Withdrawal Date	School Year	View Final Grade History	Add Final Grade History
10	NON-MCPS	989			2004	View	Add
9	NON-MCPS	989			2005	View	Add

- To review the mark history for the year desired, click the **View** link.
- The **Secondary Student Final Mark History** screen for that year displays. Move the mouse pointer over the **Course How Taken** column for an explanation of any codes there.

Secondary Student Final Mark History

Student: ██████████

School: ALBERT EINSTEIN HIGH(789)

School Year: 2006

Course	Level	Section	Course	Exam Grade	Final Grade	Course How Taken	LC	Drop Date	Drop Gr	FF	Term		
1188	21	01	CLLGE PREP LIT 1		C	0	N			Y	S1	Edit	Delete
1311	21	01	ENGLISH 9A	D	C	0	N			Y	S1	Edit	Delete
2110	10	02	US HISTORY A	E	E	0	N			Y	S1	Edit	Delete
3111	21	02	ALGEBRA 1A	E	NG	0	N			Y	S1	Edit	Delete
3231	21	02	RELATED MATH A	X	NG	0	N			Y	S1	Edit	Delete
3749	20	04	MATTER/ENERGY A	E			N			Y	S1	Edit	Delete
8039	20	04	CONNECTIONS A				N			Y	S1	Edit	Delete
1188	22	01	CLLGE PREP LIT 1	E	E2	0	Y			N	S2	Edit	Delete
1312	22	01	ENGLISH 9B	E	E2	0	Y			N	S2	Edit	Delete
2112	20	01	US HISTORY B	E	E2	0	Y			N	S2	Edit	Delete
3111	00	03	ALGEBRA 1A	E	E2	0	Y			N	S2	Edit	Delete
3750	10	02	MATTER/ENERGY B	E	E2	0	Y			N	S2	Edit	Delete
4137	00	02	INTRO FIN SERVIC		E2	0	Y			N	S2	Edit	Delete
7721	00	09	GENRL PHYS ED 2		E2	0	Y			N	S2	Edit	Delete

STANDARD-PROGRAM

2 Update a Student's Final Mark History Record

If your role allows, you can update a student's final marks for a selected year. This includes updating grades or (see the next section) deleting a class entry altogether.

Notice that the screen to add the secondary final mark is identified with the student's MCPS school or the student's Non-MCPS school during the year selected.

To add or change a final mark to a student's record for a year:

1. Perform steps 1-4 of Section 1, **View a Student's MCPS and non-MCPS Secondary School Enrollments**. The **Secondary Student Final Mark History** screen displays.

Secondary Student Final Mark History													
Student: STUDENT NAME													
School: NORTHWEST HIGH(246)													
School Year: 2004													
Course	Level	Section	Course	Exam Grade	Final Grade	Course How Taken	LC	Drop Date	Drop Gr	FF	Term		
1321	00	01	ENGLISH 10A	C	B	0	N			N	S1	Edit	Delete
1322	00	08	ENGLISH 10B	D	C	0	N			N	S2	Edit	Delete
7723	06	01	SPECLTY PHYS ED		A	0	N			N	S1	Edit	Delete
7723	18	01	SPECLTY PHYS ED		A	0	N			N	S2	Edit	Delete
2107	00	03	NSL GOVERNMENT A	C	C	0	N			N	S1	Edit	Delete
1711	00	03	SPANISH 1A	E	C	0	N			N	S1	Edit	Delete
1721	00	03	SPANISH 1B	C	B	0	N			N	S2	Edit	Delete
2992	00	01	WEB SITE DVLP B	B	B	0	N			N	S2	Edit	Delete
3201	00	03	GEOMETRY A	E	C	0	N			N	S1	Edit	Delete
3202	00	10	GEOMETRY B	D	C	0	N			N	S2	Edit	Delete

1. Click the **Edit** link adjacent to the appropriate course and section. The **Update Secondary Final Mark History** screen displays.

Update Secondary Final Mark History

School Where Class Taken: NORTHWEST HIGH(246)

Student Grade Level: 10

School Year: 2004

Course how taken: REGULAR

Course Term: S1

Course: SPECLTY PHYS ED (7723)

Level/Section: 06/01

Loss of Credit: No

Drop Date:

Grade At Time of Drop: ---

Final Exam: ---

Forced Final: No

Final Grade: B

Save Reset Cancel

2. Update the information as appropriate.
3. When finished, click either:
 1. **Save** to save your changes and return to the **Secondary Student Final Mark History**.
 1. **Reset** to return the original contents of the fields.
 2. **Cancel** to close the **Add Secondary Final Mark History** screen and return to **Secondary Student Final Mark History**. No changes are saved.

3 Delete an Entry from a Student's Final Mark History Record

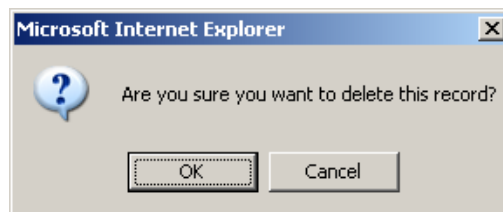
Notice that the screen to add the secondary final mark is identified with the student's school or as Non-MCPS, based the school the student attended during the year selected.

To delete a course from a student's final mark history record for a year:

1. Perform steps 1 through 4 of Section 1, **View a Student's MCPS and non-MCPS Secondary School Enrollments**. The **Secondary Student Final Mark History** screen displays.

Secondary Student Final Mark History													
Student: STUDENT NAME													
School: NORTHWEST HIGH(246)													
School Year: 2004													
Course	Level	Section	Course	Exam Grade	Final Grade	Course How Taken	LC	Drop Date	Drop Gr	FF	Term		
1321	00	01	ENGLISH 10A	C	B	0	N			N	S1	Edit	Delete
1322	00	08	ENGLISH 10B	D	C	0	N			N	S2	Edit	Delete
7723	06	01	SPECLTY PHYS ED		A	0	N			N	S1	Edit	Delete
7723	18	01	SPECLTY PHYS ED		A	0	N			N	S2	Edit	Delete
2107	00	03	NSL GOVERNMENT A	C	C	0	N			N	S1	Edit	Delete
1711	00	03	SPANISH 1A	E	C	0	N			N	S1	Edit	Delete
1721	00	03	SPANISH 1B	C	B	0	N			N	S2	Edit	Delete
2992	00	01	WEB SITE DVLP B	B	B	0	N			N	S2	Edit	Delete
3201	00	03	GEOMETRY A	E	C	0	N			N	S1	Edit	Delete
3202	00	10	GEOMETRY B	D	C	0	N			N	S2	Edit	Delete

2. Click the **Delete** link adjacent to the appropriate course and section. You will be asked to confirm that you want to delete the record. Click **OK** to do so, or **Cancel** out of the operation.

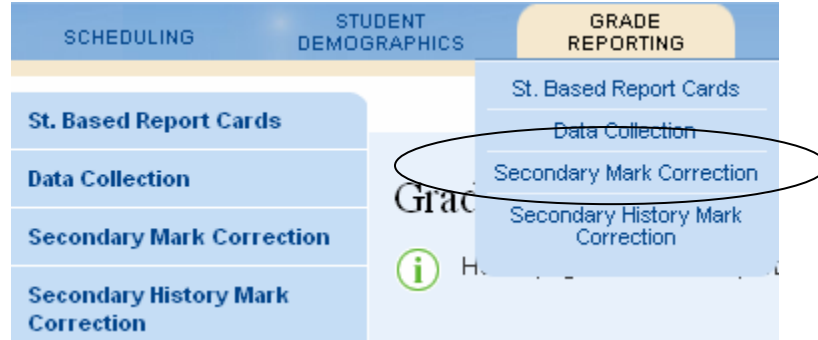


3. If you deleted the course and section, the student's **Secondary Student Final Mark History** screen reappears without listing the deleted course. If you had cancelled the operation, that screen reappears unchanged, that is, with the course and section still in the course and section lists.

4 Add a Student's Final Mark History Record

To add a final mark history to a student's record for a year:

6. Hover the mouse pointer over the **Grade Reporting** tab to display its menu choices. Click **Secondary History Mark Correction**.



If you have not selected a student, you will be asked to do so. See Section 6.2 Search for Students for more information.) If no student has already been selected, the **Student Search** screen displays. Retrieve the student's records either by their name or student ID number.

7. The student's **Student Enrollments** screen displays, showing separate grids for **MCPS Enrollments** and **Non-MCPS Enrollments**. If the student had not attended a non-MCPS school, the lower grid reports, "No Records Found."

Student Enrollments

MCPS Enrollments

Grade	School Name	School Number	School Entry Date	Withdrawal Date	School Year	View Final Grade History	Add Final Grade History
10	ALBERT EINSTEIN HIGH	789	08/27/2007		2008	View	Add
9	NORTHWOOD HIGH	796	02/13/2007		2007	View	Add
9	ALBERT EINSTEIN HIGH	789	08/28/2006	02/13/2007	2007	View	Add
9	ALBERT EINSTEIN HIGH	789	11/30/2005	06/15/2006	2006	View	Add

NON-MCPS Enrollments

Grade	School Name	School Number	School Entry Date	Withdrawal Date	School Year	View Final Grade History	Add Final Grade History
No Records Found.							

- On the first right-side of the row for the desired school, click **Add**. The **Add Secondary Final Mark History** screen displays.

Add Secondary Final Mark History

Selected course require an exam.

Selected course is a credited course with 0.50 credits.

School Where Class Taken: NORTHWEST HIGH

Student Grade Level: 11

School Year: 2005

Course how taken: REGULAR

Course Term: S1

Course: 1150 - JOURNALISM A

Level/Section: 00 / 01

Loss of Credit: No

Drop Date:

Grade At Time of Drop: ---

Final Exam: B

Forced Final: No

Final Grade: A

Save Save & Add Another Reset Cancel

9. Enter the course to add to the student's record. Use the drop-down lists to select the appropriate information. Note that different selections of information may result in reminders and warnings, based on the information's context.
10. When finished, click the appropriate action:
 - **Save** to save your changes and return to the Secondary Student Final Mark History.
 - **Save & Add Another** to save your changes. The **Add Secondary Final Mark History** screen displays again with blank fields so you can add another enrollment for that student.
 - **Reset** to return the original contents of the fields.
 - **Cancel** to close the Add Secondary Final Mark History screen and return to Secondary Student Final Mark History. No changes are saved.
11. If you have another student for whom you need to add another MCPS or non-MCPS enrollment: enter the student's student ID in the **Find Another Student:** field, to the left of the screen, click **Go**, and that student's **Student Mark History Correction** screen displays; depending on whether the new enrollment is an MCPS school entry, or a non-MCPS entry, follow the procedures of the previous section or this section respectively to add a new enrollment.

5 Add a Non-MCPS Entry to a Student's Final Mark History Record

1. Hover the pointer over the **Grade Reporting** tab and click on **Secondary History Mark Correction**. If no student had been selected, the **Student Search** screen displays
2. Search for the desired student record. The **Secondary History Mark Correction** screen displays. The lower grid reports any non-MCPS enrollment.

> [Grade Reporting](#) > [Secondary Final Mark History Correction](#) [Printer Friendly](#)

Secondary Final Mark History Correction

[View/Add Student Final Mark History](#)

[Add Non-MCPS Final Mark History](#)

Student Detail [School Detail](#)

Student Name
ID: 697 (active)
NORTHWEST HIGH (246)
Grade 12
DOB: 8/23/1988
Male
Asian/Pacific Islander

[Hide](#)

Find Another Student:
 [Go](#)

Student Enrollments

MCPS Enrollments

Grade	School Name	School Number	School Entry Date	Withdrawal Date	School Year	View Final Grade History	Add Final Grade History
12	NORTHWEST HIGH	246	08/29/2005		2006	View	Add
11	NORTHWEST HIGH	246	08/30/2004	06/16/2005	2005	View	Add
10	NORTHWEST HIGH	246	08/26/2003	06/16/2004	2004	View	Add
7	KINGSVIEW MIDDLE	708	08/31/2000	08/31/2000	2001	View	Add
6	KINGSVIEW MIDDLE	708	09/01/1999	06/16/2000	2000	View	Add

NON-MCPS Enrollments

Grade	School Name	School Number	School Entry Date	Withdrawal Date	School Year	View Final Grade History	Add Final Grade History
10	NON-MCPS	989			2004	View	Add
9	NON-MCPS	989			2005	View	Add

User Tip

Welcome to OASIS! Suspensions and Student Programs modules will be back online by the first day of school.

3. If the student currently has another non-MCPS school entry, *either* click the **Add Non-MCPS Final Mark History** in the menu to the left of the **Students Enrollments** screen, *or* click the **Add Final Grade History** to the right of a current non-MCPS enrollment listing.
4. If the student does *not* already have an entry for a non-MCPS school, the Non-MCPS Enrollments grid will report, “No records found.” Click **Add Non-MCPS Final Mark History**, to the left of the screen.
5. The **Add Secondary Final Mark History** for a Non-MCPS School screen displays. Follow the same procedure used to add an entry as for an MCPS enrollment, selecting the appropriate entries from the drop-down lists, and then choosing to

Add Secondary Final Mark History

School Where Class Taken: NON-MCPS SCHOOL

Student Grade Level:

School Year:

Course how taken:

Course Term:

Course:

Level/Section:

Loss of Credit:

Drop Date:

Grade At Time of Drop:

Final Exam:

Forced Final:

Final Grade:

6. When finished, click the appropriate choice:

- **Save**, to save the new enrollment and return to an updated Student Enrollments page for that student
- **Save & Add Another**, to add yet another new non-MCPS enrollment
- **Reset**, to clear the screen and allow you to reselect entries
- **Cancel**, to cancel out of the screen and return to that student's Student Enrollments page

7. If you have another student for whom you need to add another MCPS or non-MCPS enrollment: enter the student's student ID in the **Find Another Student:** field, to the left of the screen, click **Go**, and that **student's Student Mark History Correction** screen displays; depending on whether the new enrollment is an MCPS school entry, or a non-MCPS entry, follow the procedures of the previous section or this section respectively to add a new enrollment.

6 Common Tasks

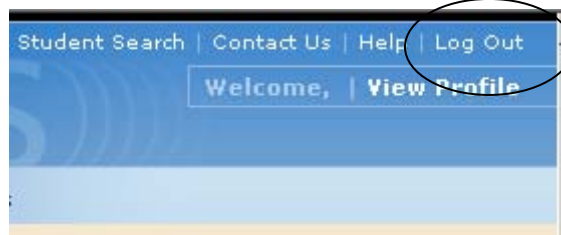
6.1 Log On and Off of OASIS

To log on to OASIS:

1. Enter your User name and Password, and select the appropriate domain.
2. When finished, click **Go**.



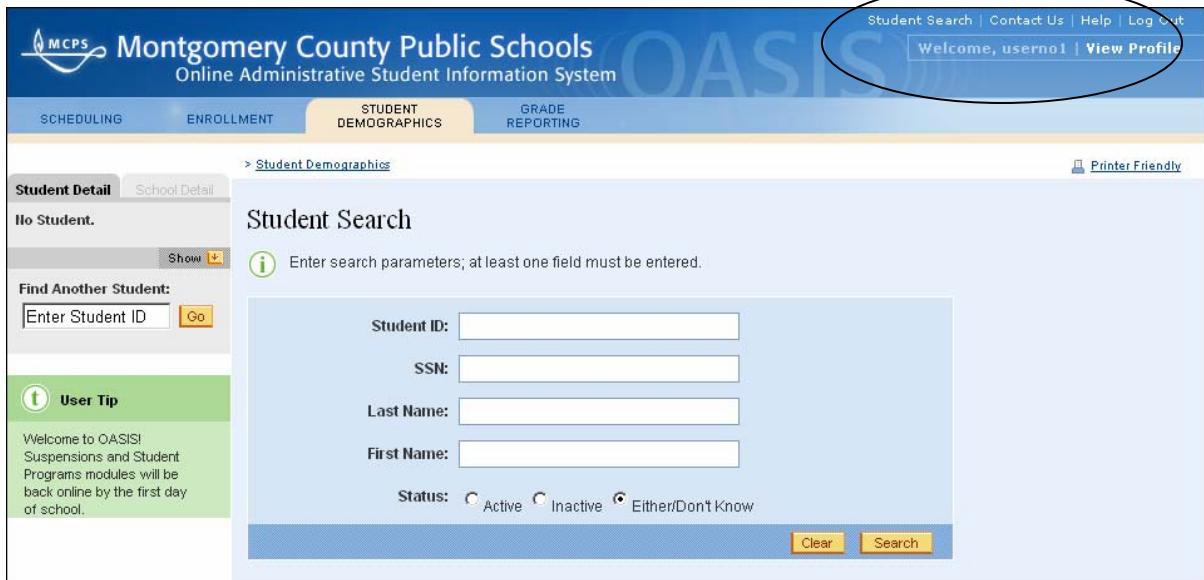
To log out of OASIS, click the **Log Out** link in the upper right-hand corner.



6.2 Search for Students

To search for the student's record:

1. On the OASIS menu, click the **Student Search** link in the upper right-hand corner. The **Student Search** screen displays.



2. Enter search criteria in one or more fields. You can search for a student using the Student ID, social security number (SSN), Last Name, First Name, or a combination of fields. Use the percent sign (%) as a wildcard to enter part of a name or number. For example, entering a **Last Name** and **R%** in the **First Name** field retrieves all students with the designated last name and whose first name begins with R.

3. For Status, click an the option button to search by status:
 - **Active**: All active students that meet the search criteria
 - **Inactive**: All inactive students that meet the search criteria
 - **Either/Don't Know**: All students that meet the search criteria regardless of their active/inactive status
4. Click **Search**. If you entered either a first or last name, you see the list of students that match the search criteria.

Student Search

Search Results (Click on a column heading to sort the list)

Student ID	Last Name	First Name	M.I.	D.O.B	Age	Active YN	Last School Name	Last School No.
743	H	B	II	01/21/1988	18	Y	Montgomery Blair High	757
621	H	L	M	10/06/1984	21	N	Rosemary Hills Elementary	794
960	H	II	B	07/11/1997	9	Y	Sligo Creek Elementary	517
585	H	R	S	01/03/1982	24	N	Sherwood High	503
621	H	S	N	09/23/1984	22	N	Walter Johnson High	424
563	H	S	M	05/04/1981	25	N	N/a	0


5. To see a student’s record, click the **Student ID**.

The student whose record is retrieved is now the current student. Student-based work that you perform in this module will pertain to that student until you retrieve another student’s record.

In many cases, secondary information about the student is available but is hidden by default on the screen.

- Click its **Open** button to view that information.

> [Scheduling](#) > [Secondary Drop Add](#)


Scheduling Secondary Info Open 

- Click its **Hide** button to hide the information.

> [Scheduling](#) > [Secondary Drop Add](#) > [View Class By Course](#)

Scheduling Secondary Info

Special ED: N	504 Plan: N
ESOL: N	FARMS Plan: Y

Hide 

Note: You can search for a new student at any time while you are working in a module. Enter a Student ID number in the Search box on the left-hand menu and click **Go**.

6. Some students have enrollments in more than one school, including non-MCPS schools. If you select **Scheduling → Secondary Drop Add → Student Class Drop/Add**, all enrollments will appear. Click **View Schedule** for the school schedule you want to view.

Enrollment List				
School No.	School Name	Enrollment Date	Withdrawal Date	
230	ROCKVILLE HIGH	11/07/2005		View Schedule
789	ALBERT EINSTEIN HIGH	08/29/2005	11/07/2005	View Schedule

6.3 Select a School

If you are involved in more than one school, you be asked to select the appropriate one. To do so,

1. On the right-hand menu, see the **School Detail** tab. If necessary, click it to make it active.
2. Under **Select Another School:**, click the down arrow. A list of schools displays.
3. Click the school name to select it.

The screenshot shows the 'Teacher List' page. The navigation bar includes tabs for SCHEDULING, ENROLLMENT, STUDENT DEMOGRAPHICS, GRADE REPORTING, ASSESSMENTS, and REPORTS. The 'ENROLLMENT' tab is selected. Below the navigation bar, there are links for 'Master Schedule Maintenance', 'Teacher/Counselor Mnt.', 'Class Info Mnt.', 'Add New Class/Section', 'Course Mnt. By Year', and 'Restricted Course List By Year'. There are also tabs for 'Student Detail' and 'School Detail', with 'School Detail' being the active tab. Below these tabs, it says 'No School.' and a 'Show' button. A dropdown menu titled 'Select Another School:' is open, showing a list of schools including 'A. Mario Loiederman Middle', 'Albert Einstein High', 'Argyle Middle', 'Baker Middle', 'Benjamin Banneker Middle', 'Bethesda-chevy Chase High', 'Briggs Chaney Middle School', 'Cabin John Middle', 'Col Zadok Magruder High', and 'Damascus High'. The 'Argyle Middle' option is highlighted. An information icon and the text 'Please select a school before continuing.' are visible on the page.