
**The Office of
Information and Organizational Systems**

**MCPS
Online Administrative Student
Information System (OASIS)**

Secondary Mark Correction

User Manual

Version 1.1

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Introduction

The Secondary Mark Correction module helps users update a student's current term mark for MCPS secondary schools. The primary users of the Secondary Mark Correction module are registrars.

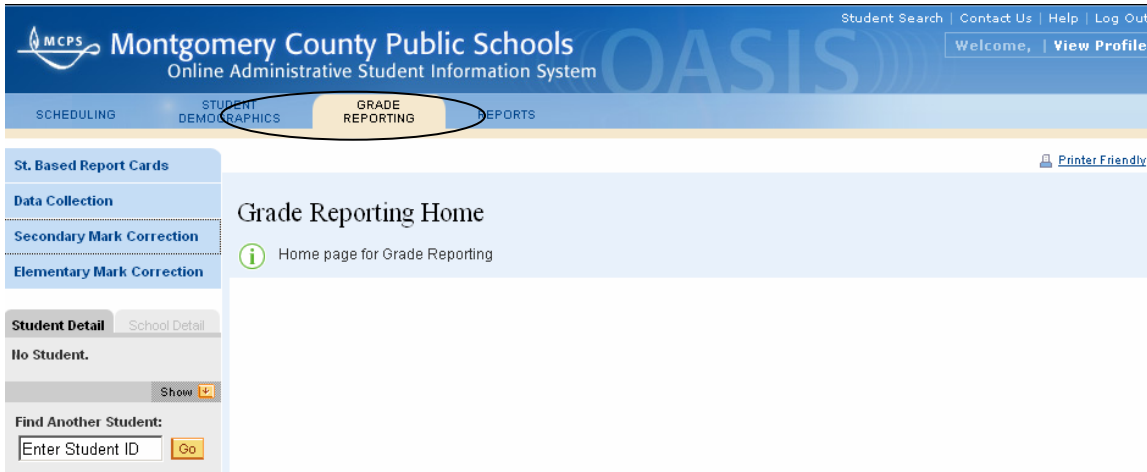
This User Manual provides brief step-by-step instructions for using the Secondary Mark Correction module to correct a student's MCPS marks for high schools and for middle schools. Common Tasks of this manual describes **Common Tasks** in OASIS that users need to know for this and other OASIS modules.

Please remember to log out of OASIS when you, the user, finish your session in OASIS.

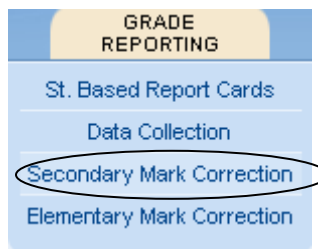
1 View and Correct a Student's MCPS High School Marks

To view and, as necessary, correct a student's MCPS secondary school marks:

1. Log on to OASIS with a user name authorized to access the Secondary Mark Correction module. (For information on how to log on, see Section 3.1 of **Common Tasks**.) The OASIS home page displays.



2. Hover the pointer over the **Grade Reporting** tab. Move the pointer down and click **Secondary Mark Correction**.



3. The tab changes to **Student Demographics**. The **Student Search Screen** displays. If you click **Go** or **Search** without selecting student, you will be asked to do so. For the High School student whose mark you are correcting, go to the **Student ID** field and, enter the **Student ID**. Click **Search**. (For further guidance on using the **Student Search Screen** if you do not know the **Student ID**, see Section 3.2 of **Common Tasks**.)
4. The first **High School Mark Correction** screen displays for that student

High School Mark Correction

School: RICHARD MONTGOMERY HIGH(201)																					
School Year: 2007																					
Course	WD	MP1				MP2				MP3				MP4				Ex Gr	FF	FG	
		Gr	WSH	LC	ABS	Gr	WSH	LC	ABS	Gr	WSH	LC	ABS	Gr	WSH	LC	ABS				
AP CHEMISTRY DP A		A	N	N	3	A	M	N	2									A	Y	A	Edit
AP WORLD HIST A						A	C		0									A		M	Edit
ELECTRON MUS A		B	S	N	0	C	S	N	00									M		C	Edit
HON ENGLISH 11A						M	M	N	00											M	Edit
PRECALCULUS A		B	O	N	3	C		N	03									E		C	Edit
AP CHEMISTRY DP B																					Edit
AP WORLD HIST B																					Edit
CHINESE 4B																					Edit
ELECTRON MUS B																					Edit
HON ENGLISH 11B																					Edit

An asterisk (“*”) in the WD column would indicate that a course has been dropped.

5. Locate the course that needs a corrected mark. To the far right of its row, click **Edit**.
6. The second **High School Mark Correction** screen displays for the selected student and course. This contains the fields appropriate for High Schools. The valid course terms for High Schools are **S1** – first Semester, **S2** – second semester, and **Yr** – year. If a **Drop Date** displays, the course has been dropped.

Secondary Mark Correction

High School Mark Correction

Student Detail | School Detail

ID: [REDACTED]09 (active)
RICHARD MONTGOMERY HIGH (201)
Grade 11
DOB: 1/15/1990
Male
Asian/Pacific Islander

Find Another Student:
Enter Student ID [] Go

User Tip
Please remember to logout once you have finished using OASIS. Additional User Tips coming soon. Please see the Help Desk's website for User Manuals for the OASIS modules that you use.
[View Another Tip](#)

Grade: 11
School: RICHARD MONTGOMERY HIGH (201)
School Year: 2007
Method Credit Earned: STANDARD-PROGRAM
Course Term: S1
Course: AP CHEMISTRY DP A
Course Code-Section-Level: 3751/00/01

MP1	MP2	MP3	MP4
Gr: E	Gr: E	Gr: []	Gr: []
WSH: NI	WSH: []	WSH: []	WSH: []
LC: No	LC: No	LC: []	LC: []
Abs: 3	Abs: 2	Abs: []	Abs: []

Drop Date:
Final Exam: E
Forced Final: No
Final Grade: E

7. Data can be corrected in any of the drop-down fields that provide choices. The drop-down fields contain valid data for:

- **Gr** – Marking period mark
- **WSH** - Work Study Habits participation mark
- **LC** – Loss of Credit indicator
- **Abs** - Absences [number of]

As well as the following end-of-term fields:

- **Final Exam** mark
- **Forced Final** indicator
- **Final Grade** – Final mark for the course

8. From the appropriate drop-down list, change the mark or marks as necessary. The screen will refresh with the new mark replacing the prior mark.

9. To finish, either

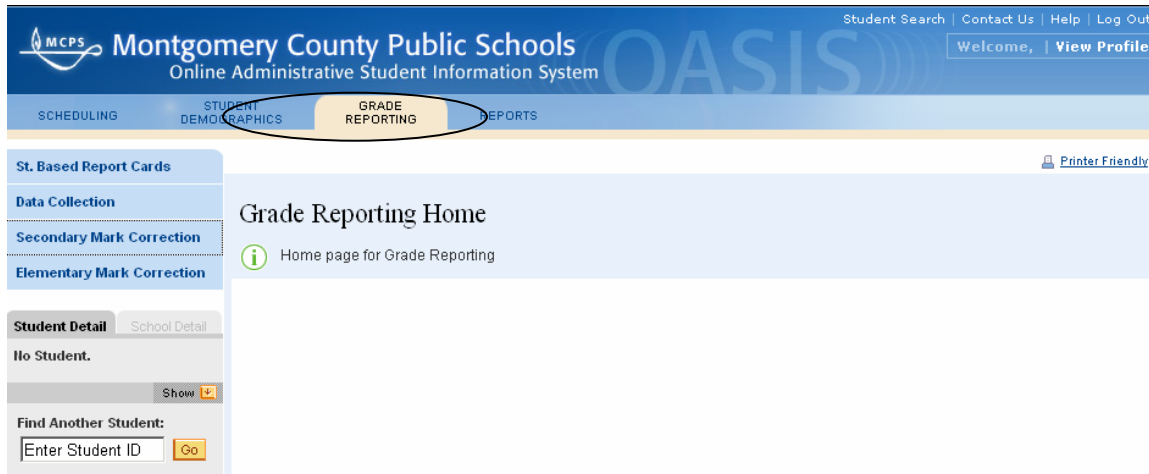
- Click **Save**, to save your change and regenerate a final mark if end-of-term.
- Click **Reset**, to reset the screen to the original value.

- Click **Cancel**, to reject any change.
- 10.** The first **High School Mark Correction** screen redisplay, with any change(s) that you have saved now displayed.
 - 11.** If you have more students for whom grade correction is required, you can enter the next **Student ID** in the **Find Another Student:** field, and click **Go**. The student detail for that next student will then display, along with the first **High School Mark Correction** screen for that student.

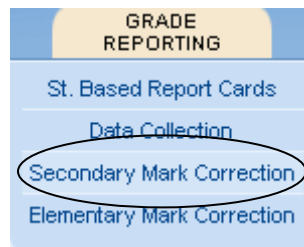
2 View and Correct a Student's MCPS Middle School Marks

The general procedure for correcting high school marks is also how to correct middle school marks:

1. Log on to OASIS with a user name authorized to access Secondary Mark Correction. (For information on how to log on, see Section 3.1 of **Common Tasks**.) The OASIS home page displays.



2. Hover the pointer over the **Grade Reporting** tab. Move the pointer down to **Secondary Mark Correction**. Click on that choice.



3. The tab changes to **Student Demographics**. The **Student Search Screen** displays. If you click **Go** or **Search** without selecting a student, you will be asked to do so. For the Middle School student whose mark you are correcting, go to the **Student ID** field and, enter the **Student ID**. Click **Search**. (For further guidance on using the **Student Search Screen** if you do not know the **Student ID**, see Section 3.2 of **Common Tasks**.)
4. A **Middle School Mark Correction** screen appears for the student.

5. Locate the course that needs a corrected mark. To the far right of its row, click **Edit**.

The screenshot displays the 'Middle School Mark Correction' form. At the top, there are navigation tabs: SCHEDULING, STUDENT DEMOGRAPHICS, GRADE REPORTING (selected), and REPORTS. Below the navigation, the page title is 'Secondary Mark Correction' with a breadcrumb trail: '> Grade Reporting > Secondary Mark Correction'. The main content area is titled 'Middle School Mark Correction' and contains the following information:

- Grade:** 7
- School:** HERBERT HOOVER MIDDLE (228)
- School Year:** 2007
- Method Credit Earned:** STANDARD-PROGRAM
- Course Term:** YR
- Course:** MATHEMATICS B
- Course Code/Level/Section:** 301777003

Below this information is a table with four columns representing Marking Periods (MP1, MP2, MP3, MP4). Each column contains four rows of data:

MP1	MP2	MP3	MP4
Gr: B	Gr: B	Gr: []	Gr: []
P: C	P: C	P: []	P: []
AC: S	AC: S	AC: []	AC: []
Abs: 4	Abs: 10	Abs: []	Abs: []

At the bottom of the form, there are several fields for end-of-term data:

- Drop Date:** []
- Final Exam:** []
- Forced Final:** []
- Final Grade:** []

At the very bottom, there are three buttons: Save, Reset, and Cancel. On the left side of the form, there is a 'Student Detail' sidebar with a 'User Tip' box containing instructions to log out and view user manuals.

6. The second **Middle School Correction** screen contains the fields appropriate for Middle Schools. The Course Term for Middle Schools is the year. If a **Drop Date** displays, the course has been dropped.

7. Data can be corrected in any of the drop-down fields that provide choices. The drop-down fields for Middle Schools contain valid data for:

- **Gr** – Marking period mark
- **P** – Participation mark
- **AC** - Assignment Completion mark
- **Abs** - Absences [number of]

As well as the following end-of-term fields:

- **Final Exam** mark
- **Forced Final** indicator
- **Final Grade** – Final mark for the course

8. From the appropriate drop-down list, change the mark or marks as necessary. The screen will refresh with the new mark replacing the prior mark.
9. To finish, either
 - Click **Save**, to save your change and regenerate a final mark if end-of- term.
 - Click **Reset**, to reset the screen to the original value.
 - Click **Cancel**, to reject any change.
10. The first **Middle School Mark Correction** screen redisplay, with any change(s) that you have saved now displayed.
11. If you have more students for whom grade correction is required, you can enter the next **Student ID** in the **Find Another Student:** field, and click **Go**. The **Student Detail** for that next student will then display, along with the first **Middle School Mark Correction** screen for that student.

3 Common Tasks

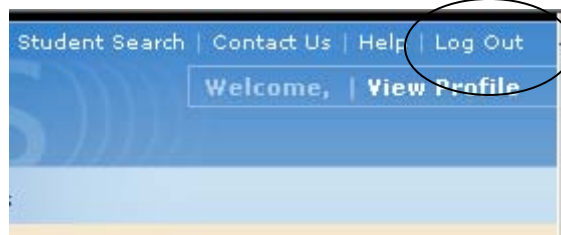
3.1 Log On and Off of OASIS

To log on to OASIS:

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



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



3.2 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** page appears.

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