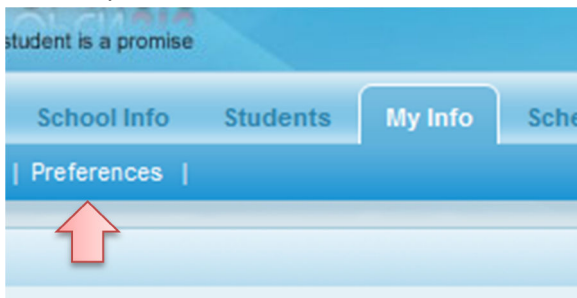


Veritas SIS-Change Your Password:

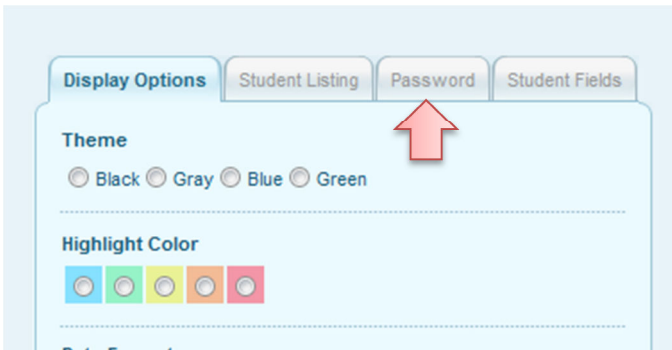
1. Log into Veritas SIS by clicking the “Student Info System” link from www.veritasacademy.org



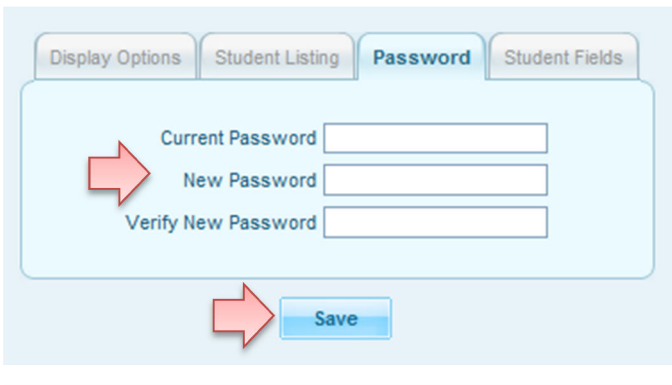
2. Click “My Info” and “Preferences” from the menu



3. Click on the “Passwords” tab



4. Type your current password, and then type your new password twice to confirm. When finished, click “Save.” Your password is now changed!

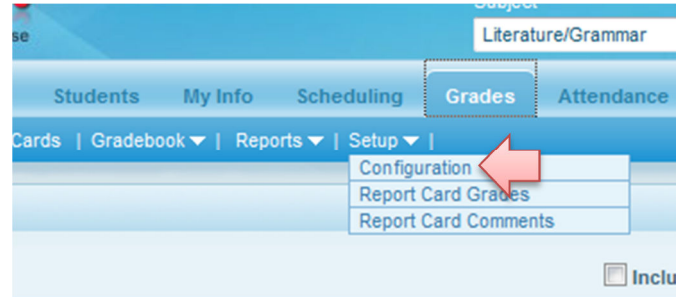


Veritas SIS-Configure Your Grade book:

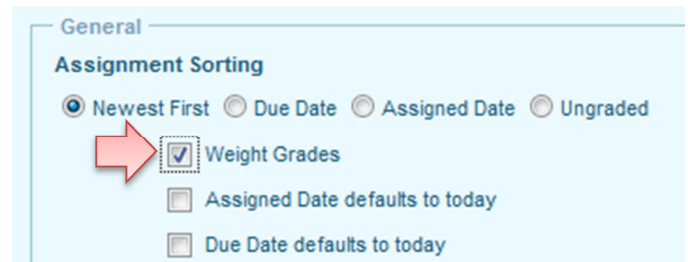
1. Select the course you want to modify by using the drop-down menus in the upper right of your screen



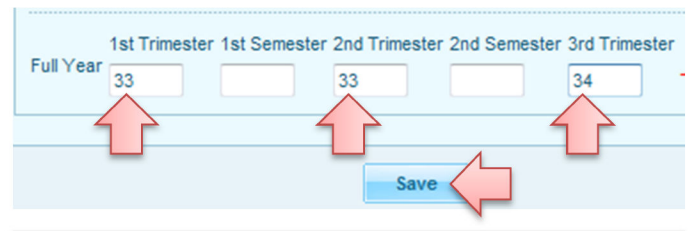
2. Click Grades/Setup/Configuration



3. If you wish to weight your assignment categories (i.e. Homework 30%, Tests 70%) select “Weight Grades” and ensure a checkmark is displayed

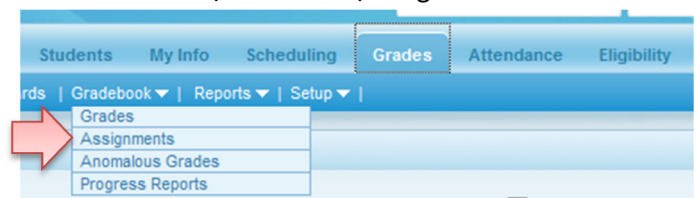


4. Scroll to the bottom of the configuration screen and type 33, 33, and 34 in the 1st, 2nd, and 3rd Trimester. Then click “Save.” You will need to repeat this configuration for each of your courses.

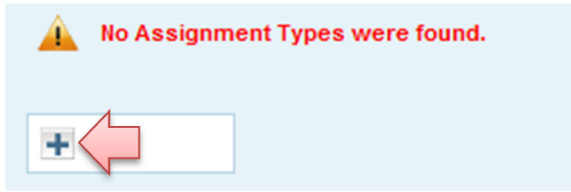


Veritas SIS-Setting Up Assignment Types:

1. Click Grades/Gradebook/Assignments



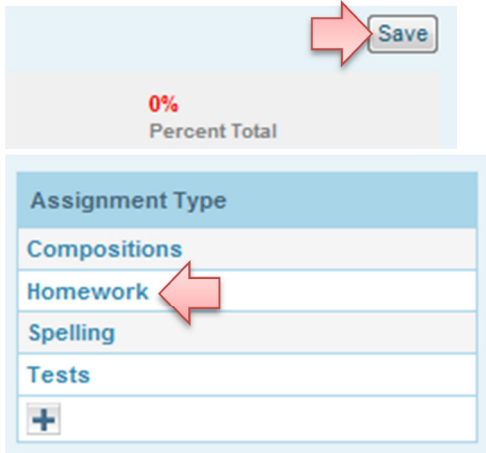
2. Click the "+" button to create a new assignment category/type.



3. Type the name of the category/type and the percent of final grade weighting.
Note: If you don't see a "Percent of Final Grade" option it is because you haven't checked "Weight Grades" in the configuration options for the course.

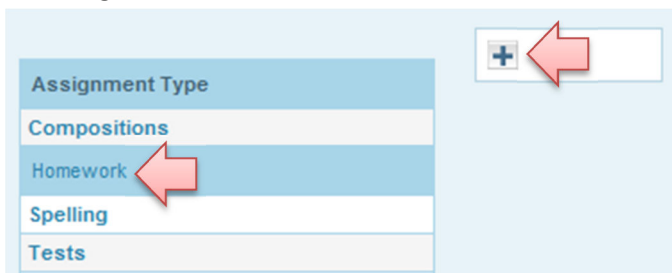


4. Click save and verify that the assignment type has been added to your list. "Percent of Final Grade" will be in red until your assignment types collectively add up to 100% of the grade.

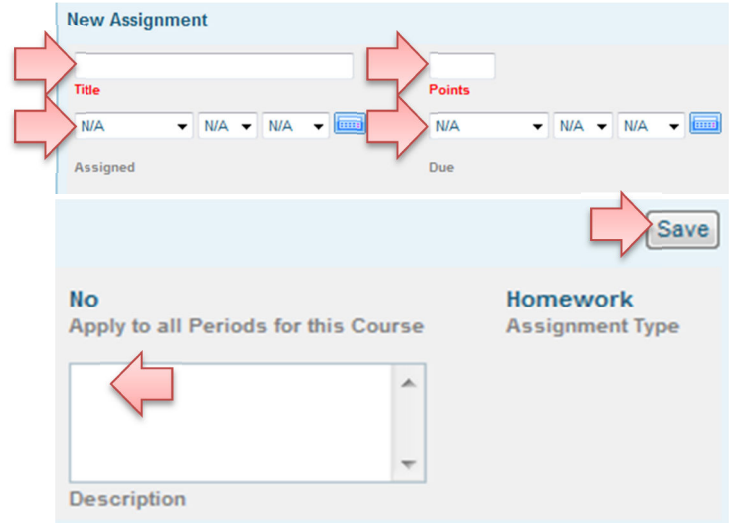


Veritas SIS-Adding Assignments & Grades:

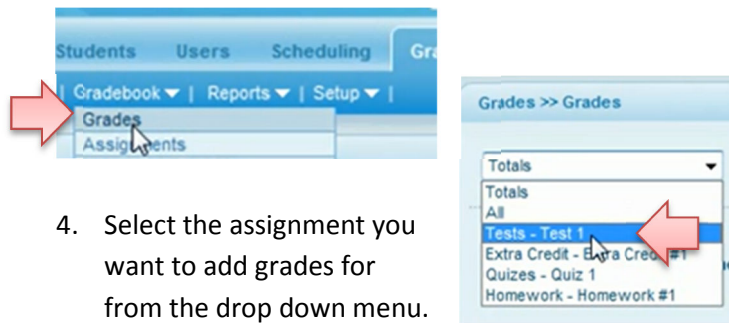
1. Click Grades/Gradebook/Assignments. Select Assignment Type that you want to add an assignment to and then click the "+" button.



2. Enter the assignment title, number of total points, assigned and due dates, and assignment description. When finished, click the save button.



3. To enter grades for your students, click Grades/Gradebook/Grades



4. Select the assignment you want to add grades for from the drop down menu.
5. Type in scores for each student, add comments (if desired), and click the "Save" button.

Student ID	Points	Grade	Comment
46	92 / 100	0%	
15	98 / 100	0%	Outstanding

Save

6. Verify grades are correct. To change, just click on the points or comments to edit & click save again.

Student ID	Points	Grade	Comment
46	92 / 100	92%	
15	98 / 100	98%	Outstanding score! Great Work!

Remember, you can find video tutorials on using the SIS by clicking on the film icon just to the right of the SIS logon link at www.veritasacademy.org!

