CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
Chapter: 06.0 Teacher Interface

Teacher Gradebook
Learning Guide

Table of Contents

INTRODUCTION

The Teacher Interface is a fully customizable tool for teachers to use on a daily basis allowing accessibility from work or home. This chapter will provide instruction on the many features within the Teachers Interface.

Teachers will be able:

- Track period attendance
- Utilize multiple grading methods, weight assignments
- Post Progress Reports
- Post Secondary and Standards Based Report Cards
- Assist with course requests
- Run student specific performance report
- Communicate with their student's parents

AUDIENCE

This document is written for both Elementary and Secondary teachers using the CSIU Student Information System.

NAVIGATION

Announcements and Events (Home Page)

HOME PAGE (click on the **HOME BUTTON** 🏠)

On the CSIU Student Software homepage, teachers can see district-wide or school **Announcements**, as well as district-wide or school **Calendar Events**.

Top screen controls

Color Scheme: Click a colored square (⬛⬛⬛⬛⬛) in the banner area to change the color scheme.

Logged in as: Displays the User Name of the person signed in. Important to review because security is based on the user name and different users will have different features available.

Date: Will show the system date and if the day is a school day then the Day Code will be indicated in parentheses next to the system date.

Home (🏠): Will display this Announcements and Event Page.

Reference Guides (❓): Reference Guides contain the system's help files. The Guide is divided into four sections: User Guides, Quick Reference Guides, Tutorials, and Release Notes.

Logout (🔒): Logout will log the teacher off the system.

Detailed Section

Schools: In the upper right corner is a school dropdown list. The list will only include schools the user has access to see.

Announcements: Announcements will include both district and school announcements. Announcements display in entry sequence.

Events: Are calendar events for both the district and the school. The events will show for the current semester in ascending **Date From** sequence.

My Page settings

Mail Inbox

MY PAGE > MAIL INBOX

If utilized by the district or school, the **Mail Inbox** will display messages sent via the CSIU internal messaging system.

This mail system is internal between staff members (not parents).

Personal Page

MY PAGE > PERSONAL PAGES.

Personal Pages are similar to favorites or bookmarks used within web browsers. To create a new Personal Page, click **New**. Add the desired URL and **Save**.

New - Click the new button to add a new Page name and URL. Be sure to press the **Save** button to save the hyperlink.

*Page Name: Page Name is the descriptive name that will display in the Personal Pages section of this screen.

*URL: is the actual webpage address. This must follow http protocols.

Save: Saves the New Personal Page

Cancel: Cancels the New Personal Page

Once the **Personal Page** has been added the teacher will be able to view (📝) or delete (❌) the entry from the list by using the grid listing on this page.

Preferences
MY PAGE > PREFERENCES.

This page is used to set user account settings.

***Authentication Question** and ***Authentication Answer** are used for security purposes. Users must enter both the Authentication Question and Answer. Do not use special characters when entering Authentication Questions and Answers i.e. question marks, apostrophes, commas etc.

Home Page - Teachers are the only group of users that have the ability to set their **STAFF SCHEDULE VIEWS** screen as their default entry screen, which will display their teaching schedule upon logging in. Be sure to click **SAVE**.

Records per page - The default Records per page is set to 25, but it is recommended this setting be changed to 100; to allow the maximum number of search results possible on a page.

Select Style - Is used to control the placement of the Navigational menu. This menu can appear on either the left or right hand side of the page.

Change Password - Clicking the change password button will open a new window allowing the teacher to update their current password. If the user does not remember their old password, please contact your system administrator.

NOTE: Next to the school dropdown list in the upper right corner of the screen, there is a downward chevron arrow (⩔), this chevron button is used to temporarily hide the Navigation menu. The menu will automatically reappear when another detailed screen is entered or the current screen is refreshed (F5).

STAFF SCHEDULE VIEWS

STAFF > STAFF SCHEDULE VIEWS

From this screen, teachers can access **Today's Personal Schedule**, **This Week's Schedule**, **Semester View**, **My Students**, and the teacher's **Toolkit**. Each topic is outlined below:

Today's Personal Schedule: Displays the teacher's schedule based on the Cycle day associated with the current date. If the teacher feels this is not the correct daily schedule, verify the **Day code** is correct. **Day Code** is shown immediately following the date at the top of the screen (Wednesday, June 09, 2010 (Day W)).If there is a problem with the cycle day, please contact the person responsible for maintaining the school calendar.

This Week's Schedule: Is a Monday through Friday view only display of classes for the week.

Semester View: Is a list of all classes the teacher is scheduled for grouped by semester. This can be used when a teacher is doing prep work on accessing a class on a non-student day. Their personal schedule only shows classes for a particular day but the semester view will show all classes taught by this teacher.

My Students: Is broken into two sub tabs. The first tab is the **Class list**, which will display all students the teacher has access to. From this tab, student contacts and student profiles can be accessed. The second tab is **Excessive Absences**, which allows the teacher to print or export to Excel all of their students that have absences for a specific date range and the number of occurrences.

Toolkit: Gives the teacher the ability to customize the sequence of their assignments in their Gradebook.

Today's Personal Schedule

STAFF > STAFF SCHEDULE VIEWS: Today's Personal Schedule

Date: By default this scheduling tab will display the current daily schedule. If you are working on a different day cycle class, this personal schedule can be changed to another student day.

Set as Personal Page: Sets this page as the default entry screen for a teacher. Teachers are the only group of users with this ability.

NOTE: All other users will default to the **Announcements & Events** home page. If this page is set by the teacher as the Personal Page then the teacher will need to click on the home page icon 🏠 to display the school announcements.

Roster Report(👤): Create a Roster Report used primarily for substitutes to take attendance. See below.

Grid Listing Column Headings: Any underline column heading can be used to sort by either ascending or descending sequence.

Grid Listing Detail Rows: Clicking on any underline detail cell will take you to the selected class attendance page. If the teacher wants to go to any other screen other than attendance, the teacher can *right-mouse* click anywhere on the class row to display a shortcut menu. This menu will include most of the teacher gradebook options.

NOTE: The shortcut menu is only available on the **Today's Personal Schedule** tab.

Grid Highlighting: The active period class will be highlighted (in example below: Period 4-4 is active). This helps to identify what class the teacher is currently scheduled to teach.

Co-teacher (👤): Indicates this teacher is not the primary teacher for this class but the teacher does have teacher capabilities.

Red Explanation Mark(❗): Indicates attendance has not been taken by the teacher.

NOTE: this screen does not automatically update after teacher posts attendance. Press the F5 (refresh) key to notice the update.

Mini Courses: Mini course are used for any class that meets for a length of time shorter than a semester such as a rotational class (music/art/sewing/shop). This screen will display semester long classes first and then any mini course this teacher is also scheduled to teach.

This Week's Schedule

STAFF > STAFF SCHEDULE VIEWS: This Week's Schedule

This Week's Schedule view is display only with no linking to other screens. The Monday through Friday schedule will display for the teacher so the teacher can see where they will need to be for the current week.

Co-Teacher Icon (👤): indicates the teacher has been assigned to co-teach the class. A co-teacher can take attendance and enter grades into the Gradebook.

Roster Icon (👤): By selecting the Roster icon 👤, on any of the staff schedule tabs, the teacher will be able to access and print Attendance Rosters for specific classes (see below). This is useful for printing rosters for Substitute Teachers.

Roster Report (selection screen and report sample)

Below on the left are the selection criteria a teacher can enter to select specific class rosters. The teacher can select the periods, classes, and day cycle needed. On the right is a sample of the Class Roster.

Semester View

STAFF > STAFF SCHEDULE VIEWS: Semester View

The **Semester View** Tab allows teachers to access classes that meet any day cycle/semester. On this tab the teacher can view the class information by clicking on the **Course #** link.

My Students

STAFF > STAFF SCHEDULE VIEWS: My Students > Class List

The **Class List** allows teachers to view all their students based on selected criteria. The search criteria is name, ID number, Grade level, or a particular class.

Excessive Absences Report

STAFF > STAFF SCHEDULE VIEWS: My Students > Excessive Absences

The **My Students** Tab allows teachers to run Excessive Absence Reports based on selected criteria. The criterion is: date range, attendance status, class filter and number of occurrences. Below is a sample of the export to Excel option:

Excessive Absences filter page

Excessive Absences Export

Student Last Name	Student First Name	ID	Grade	Gender	Total	A*	AE	AU	T*	TE	TU	Class	Period	Teacher Last Name	Teacher First Name	Counselor Last Name	Counselor First Name
Avery	Quinn	00148940	10	Male	10	1	8	1	0	0	0	Spanish IV - SEC. 1	3	Marshall	Sherry	Gibson	Victoria
Barrera	Michale	00004370	12	Male	20	3	17	0	0	0	0	Criminal Justice - SEC. 2	5	Santiago	Cora	Gibson	Victoria
Beatty	Brett	00065430	12	Male	7	0	6	0	0	1	0	Criminal Justice - SEC. 3	4	Santiago	Cora	Gibson	Victoria
Bird	Thomas	00060710	10	Male	8	1	5	2	0	0	0	Criminal Justice - SEC. 1	2	Santiago	Cora	Gibson	Victoria
Bland	Aaron	00315670	10	Male	8	4	2	0	2	0	0	Criminal Justice - SEC. 1	2	Santiago	Cora	Gibson	Victoria
Bray	Lakesha	00101120	10	Female	6	0	6	0	0	0	0	Criminal Justice - SEC. 3	4	Santiago	Cora	Gibson	Victoria
Broussard	Julio	00060110	10	Male	37	1	26	8	0	1	1	Criminal Justice - SEC. 2	5	Santiago	Cora	Gibson	Victoria
Bunch	Norman	00132240	10	Male	10	2	6	2	0	0	0	Criminal Justice - SEC. 1	2	Santiago	Cora	Gibson	Victoria
Calderon	Brianne	00265870	10	Female	10	0	9	0	0	1	0	Spanish IV - SEC. 1	3	Marshall	Sherry	Gibson	Victoria
Cantu	Enoch	00153870	10	Male	39	1	36	2	0	0	0	Criminal Justice - SEC. 3	4	Santiago	Cora	Gibson	Victoria
Carver	Mckinley	00057770	10	Male	9	4	5	0	0	0	0	Criminal Justice - SEC. 2	5	Santiago	Cora	Gibson	Victoria
Childers	Hildegard	00372470	12	Female	20	7	8	4	0	0	0	Criminal Justice - SEC. 3	4	Santiago	Cora	Gibson	Victoria
Cooley	Debby	00084730	12	Female	17	5	6	5	0	0	1	Criminal Jus II - SEC. 1	1	Santiago	Cora	Gibson	Victoria
Cramer	Andra	00137220	12	Female	15	0	15	0	0	0	0	Criminal Justice - SEC. 1	2	Santiago	Cora	Gibson	Victoria

Toolkit

STAFF > STAFF SCHEDULE VIEWS: Toolkit

The **Toolkit** tab allows teachers to customize how their Gradebook assignments will display. The setting selected here will apply to all the teacher's classes.

TEACHERS TAKING ATTENDANCE

Attendance Roster

STAFF > STAFF SCHEDULE VIEWS: Click on a Course # to access the **Attendance Roster** screen.

The **Attendance Roster** screen defaults to the current date. There are three possible settings: Present, Absent, Tardy. Students will default to **Present**. If **ALL** students are Present, the teacher must click **SAVE** to let the attendance secretary know attendance has been taken for this class.

Depending on district policy, the option to enter attendance reasons may be available. After entering the attendance statuses, click the **Save** button. If all students are present, you must click the **Save** button to record attendance for the class.

Attendance Roster

Course Name: Criminal Justice (H8702), Section: 1 Period: 2 Santiago, Cora

| Class Roster | | Attendance ▼ | | Gradebook ▼ | | Progress Report | | ERC Grade Entry ▼ | | Other ▼ | | P:2, Criminal Justice(H8702), S:1 ▼ |

Date : 6/9/2010 , Day Code : W

Save Reason Close

	ID	Student Name				Roster	Attendance	Time		Note	Verified	Reason		Event Time
▤	00060710	Bird, Thomas		Ⓐ		PRP	Absent			☐	☐	College Day ▼		
▤	00315670	Bland, Aaron	🔒 Ⓐ		Ⓐ	PRP	Tardy	10 ▼	40 ▼	☐	☐	--Select-- ▼		
▤	00132240	Bunch, Norman				PRP	Present							
▤	00137220	Cramer, Andra				PRP	Present							
▤	00185870	Hatcher, Chiquita				PRP	Present							
▤	00061570	Heard, Sharyn				PRP	Present							
▤	00055070	Holley, Howard				PRP	Present							
▤	00020970	Johnston, Del				PRP	Present							
▤	00106370	Kendall, Lawrence		Ⓐ	Ⓐ📩	PRP	Absent			☐	☐	--Select-- ▼		
▤	00052670	Lara, Chris Ⓟ				PRP								
▤	00034240	Mccann, Kyla				PRP	Present							
▤	00083370	Rowland, Wilber				PRP	Present							
▤	00096120	Stahl, Leonard				PRP	Present							
▤	00177240	Yarbrough, Bobby				PRP	Present							
▤	00263770	Zuniga, Armando				PRP	Present							

Total Number of Students:15
N/A -Partial schedule for the student already exists

Save Reason Close

Define fields from left to right to top to bottom.

Course Dropdown list: In the upper right corner, the teacher can take attendance for a different class. Use this dropdown menu to navigate between classes.

Save button: Before leaving this screen, remember to Save.

NOTE: Notice the screen has two save buttons. It is recommended to typically use the top save button because error messages will be presented at the top of the screen. This system does not warn you when information has been changed but not saved, so try to make the save button a habit.

Reason button: Lists the available Attendance reason codes with descriptions.

Close button: returns the teacher to the Staff Schedule View.

Scheduling Icon (▤): displays the student's schedule with their period and daily attendance information.

ID: The student's local ID number. This field is a hyperlink used to displays the student's profile.

Student Name: Students are sorted last name comma first name. If a student is only partially scheduled to be in the teacher's class a partial icon Ⓟ will appear next to the student's name. If a Ⓟ appears and under the attendance column the teacher does not have to option to take attendance then the student is not scheduled to be in this class on this day cycle. In the example above, Chris Lara is not scheduled to be in Mrs. Santiago's second period Criminal Justice class on day code W.

After the student's name there are several unlabeled columns. These columns could be loaded with icons. On this screen the following icons and buttons are shown:

Page Icons	
🔒	Attendance locked by a super user (administrator)
Ⓐ	Student absent for the day
Ⓐ	Student absent from previous class
📩	Attendance Letter was sent to student

Page Icons	
🔒	Attendance Lock by a Super User or the Daily attendance has been Closed out
Ⓟ	Student is Partial Scheduled in this class

Roster (PRP): Roster codes are established by administers for teachers to track anything. For example it could be used to track when students are prepared or unprepared for class, or for lunch counts. **NOTE**: under the **OTHER** menu, Teachers have the ability to run Roster reports to summarize the results.

Attendance (Present): There are three attendance codes a teacher can select. Initially the students are all marked present, but the teacher has the ability to change this field to Tardy or Absent. If a super user has already taken a student's attendance for the day in the school office, then teacher will not be able to change the student's attendance and a lock 🔒 icon will appear next to the student's name. If no attendance button is associated with a student then the student is not scheduled to be in this class for the day cycle.

Time: used to record tardy times.   By default this will be 15 minutes after the period begins.

Reason: Administration will determine what absent codes teacher can view.

Event Time: Event time displays the start and end time for events.

Accessing Previous Attendance Days
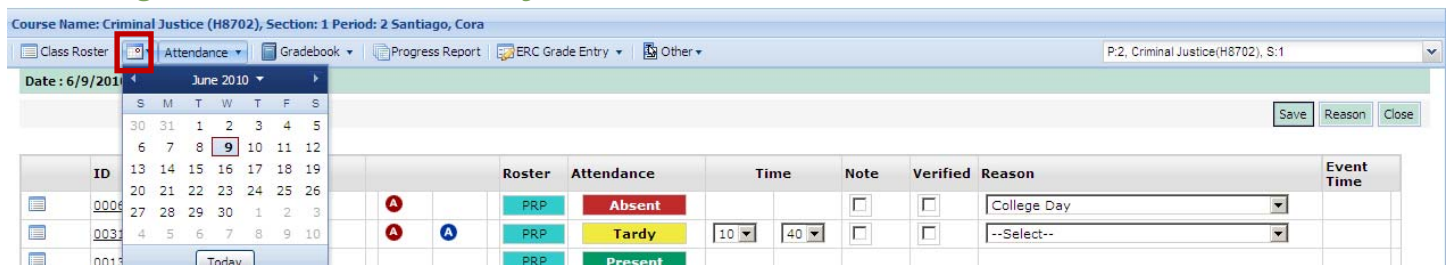
Calendar Icon ( ):Calendar icon allows the viewing of past days attendance for the selected class.

Attendance Menu

STAFF > STAFF SCHEDULE VIEWS: Attendance down arrow

Click on a class to access the **Attendance Roster** screen and then click on the **Attendance dropdown** to display the **Attendance** menu in. Teacher interface, which provides the following attendance options: **Seating Chart, Field Trips, Buses, Attendance History and Attendance Summary.**

Attendance Drop Down Menu
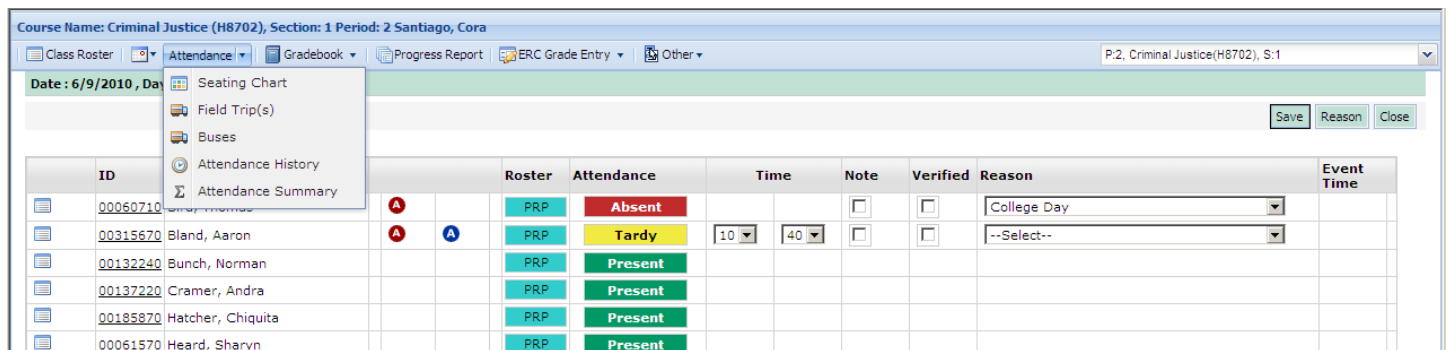
Seating Chart	Field Trips	Buses	Att. History	Att. Summary

Seating Chart

STAFF > STAFF SCHEDULE VIEWS: Attendance Menu>Seating Chart

Click on a class to access the **Attendance Roster** screen and then click on the **Attendance dropdown** to display the **ATTENDANCE** menu and then select **SEATING CHART**.

Accessing and Making Changes to the Seating Chart
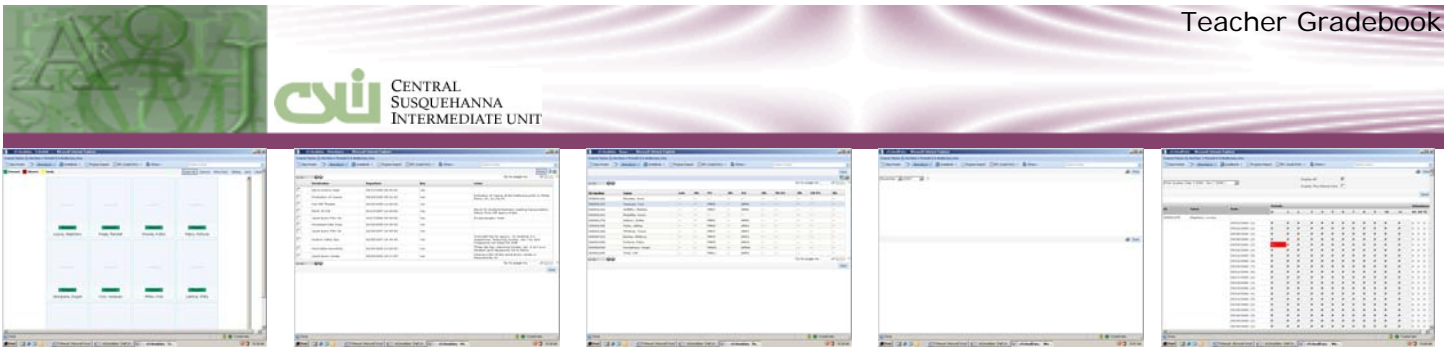
Select **Seating Chart** from the attendance dropdown menu to view a visual representation of the selected class. Rearrange the class layout by clicking and dragging students from one placeholder to another. Take attendance by clicking the **Attendance** buttons (toggles between Present/Absent/Tardy) below student pictures.   When using the seating chart view, teachers will not be able to enter absent reasons or update tardy times.

Click the **Setting** button to adjust the Seating Chart grid. Once settings are in place, refresh the Seating Chart to see the new settings. When finished, click **Save** to save changes to student placements on the Seating Chart and to record student attendance.

Seating Chart

Seating Chart Settings

NOTE: **Zoom out** before shuffling student's around. Then use the Zoom in after the student's have been rearranged.

Field Trip Information

STAFF > STAFF SCHEDULE VIEWS: Attendance Menu>Field Trip(s)

Select **Field Trips** from the attendance dropdown menu to identify the field trips that have been assigned to the teacher. Click a checkbox next to a field trip; click the Field Trip **Take Attendance** 📝 icon in the upper right hand corner of the screen to display an attendance roster.

Field Trips

	De...		Bus	Notes
☑	Henry Hudson High	09/27/2005 08:40:00	Yes	
☐	Production of Ceasar	03/15/2006 08:31:00	Yes	Poduction of Caesar at the Performing Arts in White Plains, NY, 11 City Pl.
☐	Saw Mill Theater	01/15/2008 12:40:00	Yes	
☐	PACE, PL'VLE	01/19/2007 14:30:00	Yes	About 30 students/teachers needing transportation. Return time still approximate.
☐	Jacob Burns Film Ctr	11/17/2006 09:30:00	Yes	63 passengers- total
☐	Woodward Hall, Pace	01/18/2008 14:30:00	Yes	
☐	Jacob Burns Film Ctr	10/30/2007 10:05:00	Yes	
☐	Hudson Valley Spa	01/05/2007 14:30:00	Yes	Overnight trip for approx. 33 students & 3 chaperones. Returning Sunday, Jan.7 by 3pm Chaperone not listed-Jim Britt
☐	Hud.Valley Resort/Sp	01/04/2008 13:00:00	Yes	Three day trip, returning Sunday, Jan. 6 at 3 p.m. Student (and chpaerone) list to follow.
☐	Jacob Burns Center	04/04/2006 09:17:00	Yes	Viewing a film At the Jacob Burns Center in Pleasantville, NY

Course Name: (), Section: 1 Period: 6-6 Anderson, Lisa

Class Roster | Attendance ▼ | Gradebook ▼ | Progress Report | ERC Grade Entry ▼ | Others ▼ | Select a class...

Seating Chart / Field Trip(s)

Go to page no. ___ of 3

Take Attendance: Field Trip Roster

The Field trip roster displays student's attending each field trip.

Master Field Trip Attendance

Drop	Id Number	Student Name	Alert	☑ Present	No Show
		Field Trip Name: Henry Hudson High			
☑	📞 000002853	Peterson, Dorian	✚	○	◉
☑	📞 000003023	Webb, Mitzi		◉	○
☐	📞 000002232	George, Toby	✚	◉	○
☐	📞 000001473	Padilla, Timothy	✚	○	◉
☐	📞 000002431	Gamble, Cliff		◉	○
☐	📞 000002605	Vela, Clarice		○	◉
☐	📞 000001703	Hagen, Gail		◉	○

Print (🖨) icon: The print icon will print Id, Student Name, Alert, and attendance information.

Drop button: The drop button will remove any selected students from the field trip roster.

Drop Field checkbox: The drop field checkbox will remove the student from the field trip roster. Select all the students who will not be attending the field trip and then press the Drop button.

Phone (📞) icon: Click the phone icon to access contact information for the student

Id Number: display only

Student Name: display only

Alerts Icon: ✚ Red indicates one alert and ✚ Blue indicates multiple alerts.

Present: Checkbox is used to update all students, and the option buttons are used to individualize attendance.

No Show: No show is used to indicate students not present.

Bus Information

STAFF > STAFF SCHEDULE VIEWS: Attendance Menu>Buses

Select **Buses** from the attendance dropdown menu to identify buses linked to students in the selected class.   **NOTE**: this is a view only screen. **Print or export the bus list to excel** using the icons in the upper right hand corner of the screen.   By default the bus list is sorted in alphabetical order by Last Name.

Student Bus Information

Id Number		Walk	Alt.	Early	Alt.	Car	Alt.	AM	Alt.	PM	Alt.	Late	Alt.
00060710		--	--	--	--	--	--	89	--	89	--	--	--
00315670	Bland, Aaron	--	--	--	--	--	--	73	--	73~	--	--	--
00132240	Bunch, Norman	--	--	--	--	--	--	--	--	--	--	--	--
00137220	Cramer, Andra	--	--	--	--	--	--	--	--	--	--	--	--
00185870	Hatcher, Chiquita	--	--	--	--	--	--	63	--	63	--	--	--

Course Name: Criminal Justice (H8702), Section: 1 Period: 2 Santiago, Cora

Class Roster | Attendance ▾ | Gradebook ▾ | Progress Report | ERC Grade Entry ▾ | Other ▾   P:2, Criminal Justice(H8702), S:1

- Seating Chart
- Field Trip(s)
- Buses
- Attendance History
- Attendance Summary

Attendance History

STAFF > STAFF SCHEDULE VIEWS: Attendance Menu> Attendance History

Select **Attendance History** from the attendance dropdown menu to view the attendance history for the selected class. Teachers will have the ability to view attendance history by month/year; marking period, or progress report time frames.

Attendance History Report

Course Name: Criminal Justice (H8702), Section: 1 Period: 2 Santiago, Cora

Class Roster | Attendance ▾ | Gradebook ▾ | Progress Report | ERC Grade Entry ▾ | Other ▾   P:2, Criminal Justice(H8702), S:1

June ▾ 2010 ▾ ≫ Marking Period 6th Six Weeks (04/19/2010 - 06/30/2010) ▾ ≫ Progress Report --Select-- ▾ ≫

Cumulative	Attendance For Period						
Student	Σ_T	$\Sigma_{AU,A*}$	Σ_A	AE	AU	TE	TU
Bird, Thomas	0	0	1	1	0	0	0
Bland, Aaron	3	0	0	0	0	0	3
Bunch, Norman	0	0	0	0	0	0	0
Cramer, Andra	0	0	0	0	0	0	0
Hatcher, Chiquita	0	1	2	1	1	0	0
Heard, Sharyn	1	0	0	0	0	0	1
Holley, Howard	1	0	0	0	0	0	1
Johnston, Del	0	0	0	0	0	0	0
Kendall, Lawrence	0	3	5	2	3	0	0
Lara, Chris	0	0	0	0	0	0	0
Mccann, Kyla	1	0	0	0	0	1	0
Rowland, Wilber	0	0	0	0	0	0	0
Stahl, Leonard	0	1	1	0	1	0	0
Yarbrough, Bobby	0	1	1	0	1	0	0
Zuniga, Armando	0	0	0	0	0	0	0
Grand Total				4	6	1	5

Teacher can switch another class by using the Class Selection dropdown feature in the upper right hand corner.

Select the **Month** and **Year**, and click the **Go icon** 》 to submit or

Select the **Marking Period**, and click the **Go icon** 》 to submit or

Select the **Progress Report**, and click the **Go icon** 》 to submit

Attendance Summary

STAFF > STAFF SCHEDULE VIEWS: Attendance Menu> Attendance Summary

Select **Attendance Summary** from the attendance dropdown menu to view the **Attendance Summary** for the selected class by Marking Period. Select the Marking Period. Check **Display All Periods** or **Display This Period Only** as a preference on how the Attendance Summary report will display attendance. Click **Search**.

Attendance History Report

Statuses used on Attendance reports:

P – Present

A – Absent

T – Tardy

AE – Absent Excused

AU – Absent Unexcused

TE – Tardy Excused

TU – Tardy Unexcused

A* - Absent Unknown (no reason has been entered for this absence)

T* - Tardy Unknown (no reason has been entered for this tardy)

Marking Periods: Primary Filter used on the report.

Display All Periods: Option button

Display This Period Only: option button

Show Dropped Students: Checkbox filter. By default only active students will appear, when checked only students who dropped the class will be included.

Name Filter: Individual Students can be selected here

Returning to the Staff Schedule View

PLEASE NOTE: when returning to the **STAFF SCHEDULE VIEW** after attendance was taken will not automatically refresh the screen. Press the browser's refresh button (F5) so the red explanation will be removed if the attendance was successfully updated.

Staff Schedule View

TEACHERS CLASS ROSTER

Class Roster

STAFF > STAFF SCHEDULE VIEWS: Class Roster Menu

From the Teacher interface, *right-mouse* click on the class row to display the shortcut menu, Click **Class Roster**.

From the class roster page, teachers are able to: Print Roster, create mailing labels, view class enrollment history, toggle between active and inactive students, and export information to MS Word or MS Excel.

Viewing the Class Roster

	LEP	✉	Alert	ID	DOB	First Name	Middle ...	Last Name	Grade	Gender	Locati...	Enter Date	Homer...	Counselor	Absent	Tardy	Days i...	Presen...	●	●	Ⓟ
1	No	0		318260447	12/29/1994	Johnnie	Scott	Alfred, Jr.	11	Male		09/10/2009	323	Sullivan,Dawn	5	3	65	92.31			
2	No	0	✚	318267171	01/18/1994	Leonora		Allison	11	Female		09/10/2009	319	Ford,Bryan	2	3	65	96.92			Ⓟ
3	No	0		318363936	07/01/1994	Kerry	D	Almonte	11	Male		09/10/2009	133	Hamilton,Gladys	2	0	65	96.92			
4	No	0	✚	318268008	06/10/1995	Dylan	Dylan	Ayala	10	Male		05/29/2009	204	Ford,Bryan	0	0	71	100			
5	No	0		318277096	03/30/1995	Darrel	Stephen	Bartholomew	9	Male	Blue T...	05/29/2009	Aud	Hamilton,Gladys	3	0	71	95.77			
6	No	0	✚	318260886	09/16/1995	Alton		Batista	9	Male	Blue T...	05/29/2009	222	Sullivan,Dawn	5	0	71	92.96		●	
7	No	0		318275757	05/03/1995	Evie	Grace	Bean	9	Female	Blue T...	11/05/2009	222	Graham,Rita	3	0	29	89.66	●		
8	No	0	⚠	318362825	04/02/1995	Terence	Paul	Berger	9	Male	Blue T...	05/29/2009	204	Ford,Bryan	3	0	71	95.77			
9	No	0		318343154	07/20/1995	Leo	Richard	Boling	9	Male	Blue T...	05/29/2009	301	Graham,Rita	0	0	71	100			
10	No	0		318334823	05/25/1995	Neal	Peter	Bonham	9	Male	Blue T...	05/29/2009	118	Hamilton,Gladys	0	0	71	100			
11	No	0		318389646	03/20/1995	Jessie	Michael	Fee	9	Male	Blue T...	05/29/2009	224	Hamilton,Gladys	0	0	71	100	●		
12	No	0		318336239	12/20/1994	Frank	Richard	Goebel	9	Male	Blue T...	05/29/2009	133	Hamilton,Gladys	2	0	71	97.18			
13	No	0		318271732	09/27/1995	Jeremy	Warren	Hutchinson	9	Male	Blue T...	05/29/2009	202	Graham,Rita	0	0	71	100			
14	No	0		318276955	11/29/1995	Brian		Joyce	9	Male	Blue T...	05/29/2009	107	Hamilton,Gladys	0	0	71	100			
15	No	0		318858421	06/23/1995	Aida		Lagasse	9	Female	Blue T...	05/29/2009	133	Ford,Bryan	0	0	71	100			
16	No	0		318262906	07/24/1995	Cesar	A	Maldonado	9	Male	Blue T...	05/29/2009	224	Sullivan,Dawn	1	0	71	98.59			
17	No	0		318138607	08/06/1995	Pat	Jacob	Rembert	9	Male	Blue T...	05/29/2009	225	Graham,Rita	0	0	71	100			
18	No	0	✚	318810580	04/08/1995	Garry	Eric	Remington	9	Male	Blue T...	05/29/2009	301	Hamilton,Gladys	0	0	71	100			
19	No	0		318240117	12/11/1994	Pauline		Remy	9	Female	Blue T...	05/29/2009	308	Hamilton,Gladys	1	0	71	98.59			
20	No	0		318858739	12/23/1994	Greta	Victoria	Riddle	9	Female	Blue T...	05/29/2009	224	Sullivan,Dawn	0	1	71	100			
21	No	0		318261326	11/29/1994	Griselda		Santos	9	Female	Blue T...	05/29/2009	202	Sullivan,Dawn	0	0	71	100			
22	No	0		318272473	04/09/1995	Conrad	Taylor	Stallworth	9	Male	Blue T...	05/29/2009	224	Graham,Rita	0	0	71	100			
23	No	0		318334225	05/09/1995	Brittani	Anna	Yi	9	Female	Blue T...	05/29/2009	202	Hamilton,Gladys	0	0	71	100			

This screen will show multiple icons a teacher needs to be aware of:

Page Icons	
✚ (red)	A red cross indicates a student has a single health or allergy alert
✚ (blue)	A blue cross indicates a student has multiple health or allergy alerts.
Ⓟ	Indicates a student is partially scheduled.
● (green)	A green dot indicates a student is classified Special Education.
● (purple)	A purple dot indicates a student has a 504 Plan
⚠	Indicates a student has a Guardian Alert associated with a parent or guardian.
✉	Indicates the teacher has an internal **Conversation Message** from a parent/guardian via the parent portal

Teachers and parents can use an internal conversation tool (✉) by double- clicking on the number value associated with the appropriate student. This will open a communication window for teachers to communicate within the parent portal and the Student Information System.

NOTE: all conversations can be viewed by your system administrators.

Teacher's can customize their view:

From the class roster page, the teacher can temporarily rearrange the columns by dragging the column heading to the desired location. Also, next to each column heading is a dropdown arrow used to sort and or hide unwanted columns. Currently these settings cannot be saved.

Grid Listing Columns

Checkbox: Used to identify the selected student

Purple dot (): There is an IEP associated with this student

Green dot (): There is a Disability associated with this student

Partial (): Student is partial scheduled for this class.

LEP: Limited English Proficiency

Correspondence (): Parent Portal correspondence. Click on the cell to view/create a new conversation.

ID: Student Local Id. Click to access the student's profile.

DOB: Date of Birth

Name: First, Middle, Last

Alert: teachers will only see if a student has a health alert. Red indicates one health alert and Blue indicates multiple health alerts.

Teachers can view student's profile information by clicking on a student's id or name. When a specific student is selected a check mark will appear in the column next to the row number indicating what student was selected and the student's profile page will open (see below).

Student Profile Page

Depending on the teacher's security, the profile tabs will vary. In this example, our teacher can view in alphabetical order 504 Upload, Assessments, and Busses, Daily Attendance, IEP Upload, Phone Journal, Profile, Progress Reports, Report Cards, Schedule, Status, Student Field Trips, Student Groups and Student Locker information. Please note: the teacher can use the Prev and Next button (found on the profile tab) to view other student's profiles.

Print Roster

STAFF > STAFF SCHEDULE VIEWS: Class Roster > Print Roster

Atlantis High School

Course Number	Course Name	Staff	Section	Period	Semester	Day	Room
H8702	Criminal Justice	Santiago Cora	1	2-2	1,2	M,T,W,R,F	V22

ID	Student Name	(P)	Gender	Enter Date	Grade	Homeroom	Counselor
00060710	Bird , Thomas		Male	07/07/2009	10	V22	Gibson,Victoria
00315670	Bland , Aaron		Male	07/07/2009	10	V22	Gibson,Victoria
00132240	Bunch , Norman		Male	07/07/2009	12	210	Gibson,Victoria
00137220	Cramer , Andra		Female	07/07/2009	12	CHOR	Gibson,Victoria
00185870	Hatcher , Chiquita		Female	07/09/2009	11	105	Boyd,Emma
00061570	Heard , Sharyn		Female	07/07/2009	12	V02	Gibson,Victoria
00055070	Holley , Howard		Male	07/07/2009	10	109	Gibson,Victoria
00020970	Johnston , Del		Male	07/07/2009	10	224	Gibson,Victoria
00106370	Kendall , Lawrence		Male	07/07/2009	11	202	Boyd,Emma
00052670	Lara , Chris	M,T,F	Male	07/07/2009	10	V22	Gibson,Victoria
00034240	Mccann , Kyla		Female	07/07/2009	12	V37	Gibson,Victoria
00083370	Rowland , Wilber		Male	08/17/2009	10	122	Gibson,Victoria
00096120	Stahl , Leonard		Male	07/07/2009	10	115	Gibson,Victoria
00177240	Yarbrough , Bobby		Male	08/19/2009	10	122	Gibson,Victoria
00263770	Zuniga , Armando		Male	07/07/2009	12	108	Gibson,Victoria

Record Count: 15

5160 Labels

From the **Class Roster**, click the **5160 Label** button. Choose the desired label format. Click the **Generate Labels**. Labels will generate in Microsoft Word®.

Generating Labels
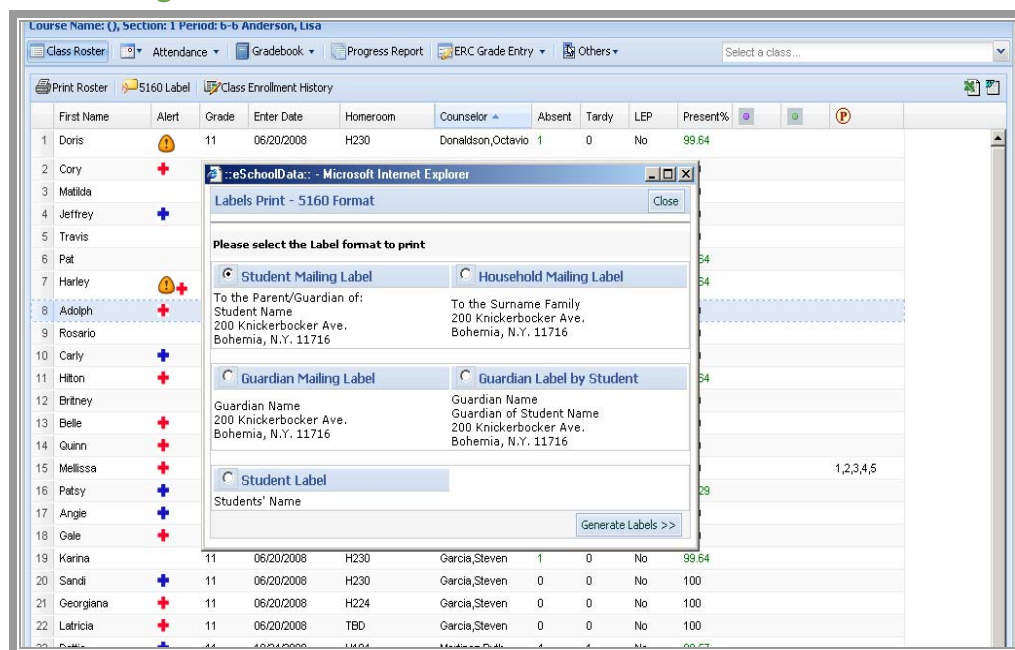
When generating labels, teacher will be able to select the contacts who will receive the mailings:

1. Student Mailing Labels: one label per student sent to household with the "parent or guardian of…" line.
2. Household Mailing Label: one label per student sent to the Household family name
3. Guardian Mailing Labels: multiple labels will be created for all the student's guardians with correspondence checked (check with person who handles registration information for your school)
4. Guardian Label by Student: multiple labels will be created for all the student's guardians with correspondent checked. Labels will be addressed as "Guardian of …"
5. Student Label: one label per student with only the student's name on the label. For example: creating a student folder or to attach a label to an assignment.

NOTE: If using a version older than Microsoft Office 2007 the toolbar will not open automatically. Will need to right click on the toolbar and then select the standard toolbar to have the print button available.

Class Enrollment History

STAFF > STAFF SCHEDULE VIEWS: Class Roster > Class Enrollment History

From the **Class Roster** screen, click the **Class Enrollment History** button to view the enrollment history for the selected class.

Class Enrollment History

This screen displays when a student enrolled and/or drop each class.

Drop Student/Drop Date

STAFF > STAFF SCHEDULE VIEWS: Class Roster > Drop Student

The Drop Student feature allows a teacher to remove students from a class. Once a student has been dropped the student will no longer appear on the class roster or attendance screens.

NOTE: if the teacher mistakenly dropped a student, the student can be reenrolled into the class by an administrator (Student > Profile: Add/Drop Schedule).

From the **Class Roster** screen:

1. Select the student(s) to delete by using the checkbox.
2. Enter the Drop Date

3. Press Drop Students button

4. Confirm the Record deleted successfully by the dialog box.

This screen displays when a student enrolled and/or drop each class.

GRADEBOOK

Under Gradebook, teachers have six different menu options to navigate.   In order to return to the actual teacher Gradebook, click on the main Gradebook Menu.

Gradebook Navigation

Gradebook menu items

Setup: Setup is used to create Gradebook structure for the class. The Gradebook is made up of categories and assignments.

Report Card Entry: Report Card Entry is used to enter both a Report Card Grade and both free form and canned comments.

Attachments: Attachments can be stored in the Gradebook for the current year. Please note: attachments do not get copied to the next year classes nor do they display on the parent portal.

Generate Reports: There are two types of reports that can be generated. One is individual student performance and the other is class Gradebook summary. Before a report can be generated, Report Templates would need to be established first. Student performance reports can be posted to the Parent Portal.

Report Templates: Administrators or Teachers can create either a Performance / Gradebook.

Rapid Entry: Teacher can enter just assignment grades without displaying attendance and calculated totals.

Gradebook: Setup

STAFF > STAFF SCHEDULE VIEWS: Gradebook > Setup

Teachers can configure and customize their Gradebooks for each class they teach using Gradebook Setup. Weights, Grading Methods, and Drop Rules can be assigned to each Category created.   Most important determine how report card grades will be determined..

Note: Teachers will also have the ability to control the sequence of how assignments will appear in the Gradebook by using the **STAFF > STAFF SCHEDULE VIEWS > TOOLKIT**.

Gradebook Setup

Course Name: English 9R (E1113), Section: 4 Period: Science Aatest, Ray

Class Roster | Attendance ▾ | Gradebook ▾ | Progress Report | ERC Grade Entry ▾ | Other ▾   P:Science, English 9R(E1113), S:4

Add Category | Remove Category | Copy Assignments | Save | Save As Subject Template | Save As Course Template | ?Help   Marking Period: MP2 (Nov 9 2009 – Jan 29 2010)

	Category	Weight (%)	Drop Lowest	Drop Highest	Grading Method	Color	
⊞	TESTS	50	3	0	Averaging	#FF0000	☐
⊞	HOMEWORK	25	0	0	Averaging	#3366FF	☐
⊟	QUIZZES	25	0	0	Averaging	#FFFF00	☐

⊕ Add Assignment   ⊖ Remove Assignment

	Assignment	Max. Pt.	Bonus	Mult.	Due Date	Desc	Comment	Publish date	ESP
☐	QUIZ 1	100	0	1	09/02/2009	🖉	☐	09/02/2009	☐
☐	QUIZ 2	100	0	1	09/02/2009	🖉	☐	09/02/2009	☐
☐	QUIZ 3	100	0	1	09/02/2009	🖉	☐	09/02/2009	☐

Other Measure(s)

Measure	Max Pt.	Weight (%)	Include
Mid-Term Exam	100	0	☐
Final Exam	100	0	☐
Regents ELA (RA)	800	0	☐
RCT Writing (RA)	800	0	☐

Setup: Top of the Screen Controls

Teacher's dropdown class list: in the upper right hand corner of the screen is a dropdown list containing all the classes for this teacher. The teacher can quickly switch from one of their classes to another.

Marking Period: All categories and assignments are associated with a marking period.

Add Category: Categories are setup by either the administration or the interval teachers. Assignments are within categories to help organize and to help calculate a class grade. New Categories are always added to the bottom.

NOTE: Administrators can establish categories at the school level for teachers to use and then depending on security settings, teachers may or may not be able to adjust the categories. Administration can set up school defaults by using: System > Grade Reporting > Gradebook Defaults.

Delete Category: This option will delete an entire category and all the associated assignments. Use this button with caution.

Copy Assignments: Allows teacher to copy assignments from one class to any other class assigned to the teacher. The Copy Assignments screen, will display the Source Gradebook Setup on the left side of the screen; where assignments are being copied from.   The Target Gradebook Setup will display on the right side of the screen; where assignments are being copied to. **NOTE**: Remember to use the **Save** button after appending the assignment to each class.

Save: Remember within this web based system, users will need to use the Save button after changes have been made.

Save As Course Template: creates a template consisting of only the Categories, not assignments, in the Gradebook Setup in which the "Save as Course Template" button is clicked. The template is applied to ALL sections with the same Course Number assigned to the teacher. The template will be applied to all marking periods, not just the selected marking period.

Save as Subject Template: creates a template consisting of only the Subjects, not assignments, in the Gradebook Setup in which the "Save as Subject Template" button is clicked. The template is applied to ALL sections of the course with the same Subject assigned to the teacher. The template will be applied to all marking periods, not just the selected marking period.

NOTE: Course and Subject Templates are only applied to Gradebook Setups that do NOT have an existing Gradebook Setup (meaning the "Save" button has not been clicked). In order to lock in a Course and Subject Template, the user must click the "Save" button in Gradebook Setup. Clicking Save makes the Course or Subject template the active Gradebook Setup for each Marking Period's Gradebook in each Section included in the Course and/or Subject Template. All Category and Assignment settings are saved with Course Templates and Subject Templates. If a Course and Subject Template are applied to the same Course/Section, the Course Template will override the Subject Template.

Help: will display information on the different Grading Methods.

Steps for Using Save as Course Template and Save as Subject Template

1. In Gradebook Setup, select the course and marking period to set as the Course or Subject Template, using the dropdown menus in the upper right-hand corner of the screen.

2. Add the desired categories to the selected Gradebook Setup, click **SAVE**.

3. Click **Save as Course Template** or **Save as Subject Template** accordingly. Wait for the template to finish saving.

4. Go to a course and marking period that the Course or Subject Template was copied to. ****IMPORTANT STEP****

5. Verify that you wish to use that template as the Gradebook Setup for the course and marking period you selected. Make any necessary changes to the categories that were copied, click **SAVE**.

6. Repeat Steps 4 and 5 for each course included in the Course or Subject Template.

Steps for Using the Copy Assignments:

Copy Assignments allows users to copy assignments from one MP and/or class to another.

Compare: The compare button will compare the source course on the left with the target course on the right. The system will highlight the source assignments in red which can be copied.

Append: Append will add the new course to the targeted course. **WARNING**: it does not save until the Target class is view and then saved.

Reset: removes all the assignments added to the target course.

All categories and assignments highlighted in red will copy over to the Target Gradebook Set up. Click on categories and assignments to deselect them, they will highlight in grey. Click Append. The Source Gradebook Set up will copy over.

**** Press **Save** if desired results appear on the right hand side ********

Setup: Categories

Categories are used to organize assignments and determine marking period grades. This section will explain what every field is used for.

	Category	Weight (%)	Drop Lowest	Drop Highest	Grading Method	Color	
⊞	In-class Assignments	15	1	0	Averaging	#FF0000	☐
⊞	Test	30	0	0	Averaging	#FF6600	☐
⊞	Quiz	20	0	0	Averaging	#FFCC00	☐
⊞	Notebook	15	1	0	Averaging	#339966	☐
⊞	In Class	15	0	0	Averaging		☐
⊞	Journal	10	1	0	Averaging		☐
⊞	Homework	10	0	0	Averaging	#3366FF	☐

Expand icon ⊞: used to Expand or collapse a category to display assignments

Category: Is the name associated with the category. This is a required field which can be maintained for each class.

Weight (%): is the percentage of the total marking period grade. This value can be different for different marking periods.

Drop Lowest: Teachers are able to specify the number of assignments that can be dropped based on the lowest assignment score. An example: A teacher wants to drop two lowest homework grades.

Drop Highest: Teachers are able to specify the number of assignments that can be dropped based on the highest assignment score.

Grading Method: are (1) Averaging, (2) Summation Percentage, (3) Raw Score to Percentage, (4) Summation. Help with examples is available on the Gradebook setup page.

Color: Used to help visualize the assignment category when viewing the Gradebook. All assignment text headings will use the selected color.

Checkbox: helps identify the active categories and give teachers the ability to group updates at the Category level.   For example: select all the categories the teacher wishes to remove from their Gradebook and then use the **Remove Category** button.

Setup: Assignments

When teachers expand Categories by clicking on the ⊞ expand icon, the teacher can access the Assignments Menu. From this menu, teachers can Add Assignments, enter the Maximum Number of Points, and allot Bonuses and Multipliers. Due Dates are required entries for all assignments. Teachers also have the ability to enter a Description for each assignment, as well as enable Comments and Publish specifically to the parent portal.

Course Name: English 9R (E1113), Section: 4 Period: Science Aatest, Ray

| Class Roster | Attendance ▾ | Gradebook ▾ | Progress Report | ERC Grade Entry ▾ | Other ▾ | | P:Science, English 9R(E1113), S:4 |

| Add Category | Remove Category | Copy Assignments | Save | Save As Subject Template | Save As Course Template | ?Help | Marking Period: MP2 (Nov 9 2009 - Jan 29 2010) |

	Category	Weight (%)	Drop Lowest	Drop Highest	Grading Method	Color	
⊞	TESTS	50	3	0	Averaging	#FF0000	☐
⊞	HOMEWORK	25	0	0	Averaging	#3366FF	☐
⊟	QUIZZES	25	0	0	Averaging	#FFFF00	☐

⊕ Add Assignment   ⊖ Remove Assignment

	Assignment	Max. Pt.	Bonus	Mult.	Due Date	Desc	Comment	Publish date	ESP
☐	QUIZ 1	100	0	1	09/02/2009	🖼	☐	09/02/2009	☐
☐	QUIZ 2	100	0	1	09/02/2009	🖼	☐	09/02/2009	☐
☐	QUIZ 3	100	0	1	09/02/2009	🖼	☐	09/02/2009	☐

Other Measure(s)

Measure	Max Pt.	Weight (%)	Include
Mid-Term Exam	100	0	☐
Final Exam	100	0	☐
Regents ELA (RA)	800	0	☐
RCT Writing (RA)	800	0	☐

Adding Assignments: Adds an assignment to the bottom of the assignment with the Category Name followed by the next sequential number available in order to give each assignment a unique name.

Removing Assignments: Allows teachers to remove assignments. **NOTE**: please verify prior to removing assignment because the system will allow a teacher to remove an assignment after grades have been posted.

Max. Pt.: Maximum Points is the base number of points for each assignment.

Bonus: Bonus points are the extra points a student can earn on this assignment.

Bonus Example: If the student earns a 40 on an assignment with 50 max pt than the student would earn a 80 (40/50); however if the student earns a 40 on this same assignment but the assignment has 5 bonus points that the student would earn 90 ((45 + 5)/50).

Mult.: The multiplier is used to adjust the weight of the assignment. An example: student was given two assignments, on the first assignment the student received 45/50 with a multiplier of 1; on the second assignment the student received an 80/100 with a multiplier of 2 then the average grade would be an 83.33 ((90 + (80*2)/3).

Due Date: The date the assignment will be due. Once this date occurs, a flag will be displayed for any ungraded students for this assignment. **NOTE**: The due date will appear on the parent portal.

Desc: The description is used to describe the assignment in more detail. **NOTE**: this field **does not** appear on the parent portal.

Comment: Checking Comment allows teachers to add comments to the selected assignment in their Gradebook. **IMPORTANT NOTE**: comment **will** display on the parent portal.

Publish date: This is the date the assignment will appear on the parent portal.

ESP: Checking ESP will display the assignment, student's grade and comments to the eSchoolPortal

Other Measure(s)			
Measure	Max Pt.	Weight (%)	Include
Mid-Term Exam	100	0	☐
Final Exam	100	0	☐
Regents ELA (RA)	800	0	☐
RCT Writing (RA)	800	0	☐

Bottom of the setup page

Other Measure(s): At the bottom of the Gradebook setup page, additional measures can be setup for each course. The grades can then be entered using Report Card Entry (see next section) because they are not associated with a marking period.

NOTE: other measures will list all assessments attached to the class (Scheduling > Course > Assessments) setup by your school administrators. This section also includes Mid-Term and Final Exams. Teachers are able to designate both the weight of each exam and whether it should be included in the Final grade for each class.

Gradebook: Entering Grades

STAFF > STAFF SCHEDULE VIEWS > Gradebook

Once assignments have been added and saved in Gradebook Setup, they will appear in the Gradebook. The Gradebook makes entering grades simple. Teachers can click directly on any assignment cell to enter a grade or navigate across columns and rows using the arrow buttons on the keyboard. Similar to an Excel spreadsheet, columns in Gradebook can be dragged and dropped for fast, easy organization, allowing teachers the ability to customize the appearance of the Gradebook. Note that these changes are not permanent.

Grade Entry

	Student ID	Name	C.M.P.A.	Tardy	Absent	Presen...	2 (1x)	1 (1x)	1 (2x)	HW1 (1x)	TESTS Avg.(...	QUIZZES Av...	HOMEWORK ...	classs partici...	M.P. Avg.	M.P. Grade (MP2)
	Due						09/03/2009	09/02/2009	08/31/2009	08/31/2009						01/29/2010
	Category						TESTS	QUIZZES	TESTS	HOMEWORK	TESTS	QUIZZES	HOMEWORK	classs partici...		
	Possible						100	100	105	100						
	Mean						74.17	78.33	98.33	80						
	Median						89.00	94.00	100.00	100						
	Standard Deviation						33.17	35.03	2.36	40						
1	318363072	Bernier, Gregorio	75	1	0	99.17	0	0	95	0	63.33	0.00	0.00	0.00	31.51	65
2	318337973	Deering, Susannah	93	0	1	98.33	89	94	95		93.33	93.08	100.00	100.00	94.89	95
3	318334472	Galarza, Terence	89	0	0	99.17	89	94	100	100	96.67	86.41	100.00	100.00	92.77	93
4	318370824	Kumar, Sherrill	89	0	0	99.17	89	94	100	100	96.67	87.18	100.00	100.00	92.59	93
5	318267415	Lavallee, Pierre	86	0	0	96.23	89	94	100	100	96.67	83.33	100.00	100.00	93.82	94
6	318372746	Rundell, Dave	90	0	0	99.17	89	94	100	100	96.67	89.74	100.00	100.00	94.11	94

Top Menu Controls

Dropped Students: The Dropped Students button gives teachers the ability to toggle between viewing students that previously dropped the class and the Current Students.

MP Summary: Is used to create a report with the classroom report card statistics for each student. The report includes all the information displayed on the screen.

Export: Is used to create an Excel export file with the classroom report card statistics for each student. The report includes all the information displayed on the screen.

Hide Stats: Hides the Date, Category, Possible, Mean, Median, Standard Deviation rows. This button toggles between a Hide Stats and a Show Stats button.

Save: The save button saves all changes. **NOTE**: Changes can be identified by the red triangles in the upper left hand corner of the updated cell.

Print: Print button will create a Microsoft Word document.

Grid Listing:

In the Grid Listing section, the teacher has the ability to, rearrange, resize, temporarily hide heading and sort by any column heading.

Rearrange columns: In order to rearrange column, go to the down arrow next to any column heading and Unlock the headers. Once unlock (figure below shows unlocked) then position the mouse in the middle of the Grade label. Now drag the column header to the new location signified by the blue arrows in the figure below.

Hide/Unhide Columns: In order to temporarily hide/unhide a column, go to the down arrow next to any column heading and select Columns. From the submenu, check or uncheck appropriate columns.

Resize Columns: In order to temporarily resize a column, position the mouse pointer on the right-hand edge of the column header and drag the mouse to resize the column to the desired width.

Sort Columns: In the Gradebook any field can be used for sorting. Click on the column label or use the down arrow.

NOTE: keep in mind all of these settings are temporary. Once the teacher leaves this page, the page will be refreshed. The only permanent way to change the appearance in the teacher's Gradebook is to use the

STAFF > STAFF SCHEDULE VIEWS: Toolkit tab. The Toolkit allows the teacher the ability to arrange the categories/assignments in their classes.

Icons used on this screen

The Gradebook will display icons to inform the teacher of various tasks outlined below:

Page Icons	
✚	Drop the lowest or Highest Assignment Grade (red line through the lowest and/or highest values)
❗	Past Due assignment (red exclamation point)
▰	Data change - indicates cells not yet saved (red triangle in the upper left hand corner of each cell or value)
⌄	Auto fill any missing grade with entered value. When the cell is active this downward arrow button will appear to the right of the value.
✕	Removes entered grade/comment. When the cell is active this "X" button will appear to the right of the value.
🔎	Teacher's comment – add an assignment comment. When the cell is active this magnifying button will appear to the right of the value.
💬	Teacher's comment – freeform. After a comment has been added 🔎 then this callout box will appear when a student comment has been added to an assignment. **BE CAREFUL: PARENTS CAN VIEW THIS COMMENT ALSO!**
C	Teacher's comment – canned. Used for marking periods/ERC/progress reports (not assignments).
🖩	Calculate the numeric grade for students (blue wide)
▦	Calculate the alpha grade for students (white long)
Σ	Shows final grading formula (grey sigma symbol)

Gradebook Functions

The top of the grid displays class statistics. If the teacher does not want to see assignment statistic, use the Hide Stats button located at the top of the page.

Student ID - is the student's local ID number

Name - Displays Last Name, First Name

Gradebook: Attachments

STAFF > STAFF SCHEDULE VIEWS > Gradebook > Attachments

Teachers can attach lesson plans, reference guides, or any other Word Document to a class by uploading it in the Attachment screen. Once a document has been uploaded, it can be viewed or deleted using the corresponding icons next to the document log.

Attachments
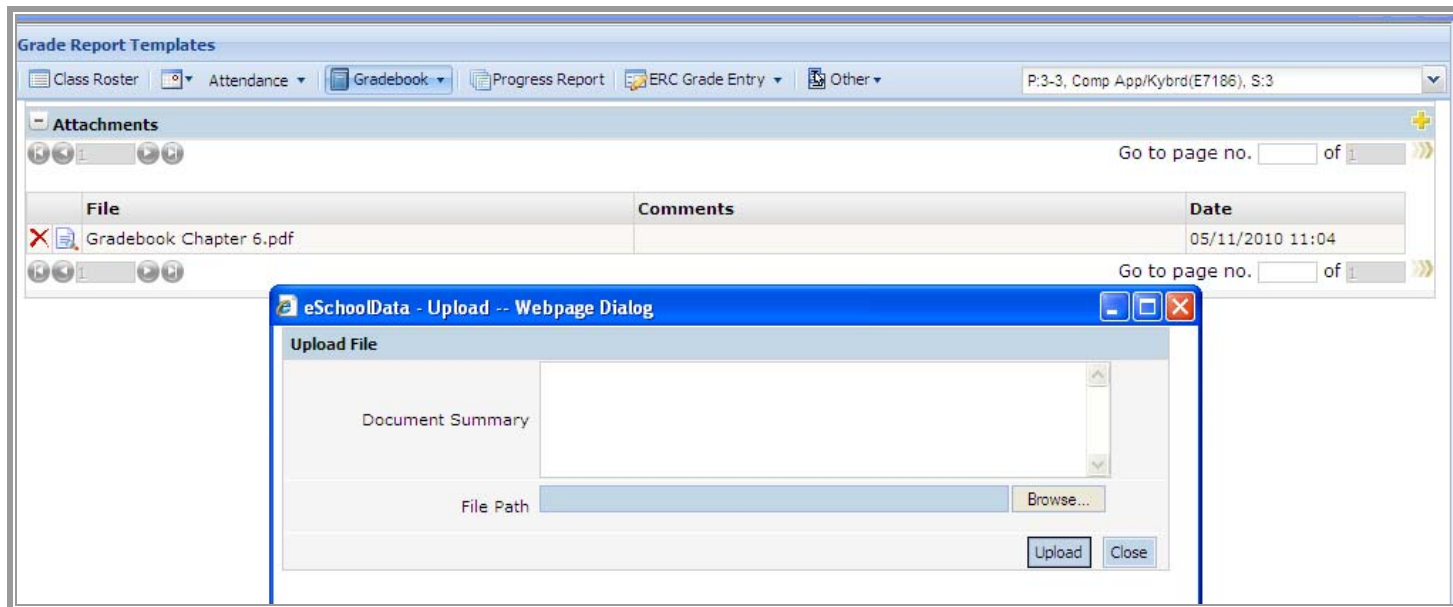
All existing attachments will appear on the attachment page in the grid listing.

Add new Assignment icon (yellow plus in the upper right corner): Used to upload attachments

Users can enter a Document Summary (comments), Browse for a file, and Upload a document in the Attachment upload window.

Documents can be viewed using the 📄 icon or deleted using the ✗ icon

NOTE: Attachments will not appear on the parent portal. Attachments will only exist for the current school year.

Gradebook: Report Card Entry

STAFF > STAFF SCHEDULE VIEWS > Gradebook > Report Card Entry

Report Card Entry can be selected from the Gradebook Menu or the Marking Period drop down.

Report Card Entry can be used to enter **Marking Period** grades without inputting individual assignment grades in the **Gradebook**. Teachers can also calculate a **Final Grade** for each student in the class by using the **Numeric Calculator** or **Alpha Calculator** in the **Final Grade** column. If no weights have been entered the final grade will be calculated as a straight average.

NOTE: Marking Period grades do not need to be re-entered in the Report Card Entry screen if they have already been inputted in the Gradebook.

Dropped Students: The Dropped Students button gives teachers the ability to toggle between viewing students that previously dropped the class and the Current Students.

MP Summary: Is used to create a report with the classroom report card statistics for each student. The report includes all the information displayed on the screen.

Export: Is used to create an Excel export file with the classroom report card statistics for each student. The report includes all the information displayed on the screen.

Hide Stats: Hides the Date, Category, Possible, Mean, Median, Standard Deviation rows. This button toggles between a Hide Stats and a Show Stats button.

Save: The save button saves all changes. **NOTE**: Changes can be identified by the red triangles in the upper left hand corner of the updated cell.

Print: Print button will create a Microsoft Word document.

Gradebook dropdown list: Allows the teacher to switch to the Marking Period Gradebook.

Grade: Student's current grade level.

C.M.P.A: Cumulative Marking Period Average.

Tardy: Tardy displays the YTD tardy information for the specific class.

Absent: Absent displays the YTD absences for the specific class.

Present: Shows the YTD present percentage.

Mid Term: If the teacher added a Midterm through the Gradebook Setup (**STAFF > STAFF SCHEDULE VIEWS:** Gradebook>Setup) the student's grades can be entered here.

Final Term: If the teacher added a Final Term through the Gradebook Setup (**STAFF > STAFF SCHEDULE VIEWS:** Gradebook>Setup) the student's grades can be entered here.

Marking Period Grade (1st – 6th weeks in above example): If the Gradebook is not being used to determine a marking period grade, the teacher can enter a Report Card grade through this screen. Can also be used to override the calculated average marking period grades.

Comments(1st – 6th weeks in above example): Report Card comments can be entered here or through the regular Gradebook.

Final Grades: Semester Averages and Final Course Grades are entered in the Report Card Entry interface. For each class the final grade can be calculated using the Numeric Calculator 🖩 or the Alpha Calculator 🖩 Below is more information about calculating Semester/Final Averages.

Grade Entry-Semester Averages

The Semester Average columns allow teachers to manually enter or calculate numeric Semester Averages for students based on the Average Formula set up at the School and/or Course Level. Similar to Marking Period Grades, Semester Average grade entry is controlled by a Semester Average grade entry window defined on the school calendar.

The Calculate Numeric ▦ icon (Green Calculator) will calculate students' Semester Averages based on the Semester Average Formula set up for the class. Numeric Semester Averages will be calculated to 2 decimal places.

Semester Averages can be removed from individual students by clicking into the desired cell and deleting the grade. Semester Averages can also be removed from all students by accessing the Semester Average column dropdown and clicking **Erase All**.

Using Erase All

Viewing the Semester/Final Calculation

Users can see the Average Formulas set up for each class by clicking the formula icon (E) in the Semester Average and Final Grade column headings. Clicking the formula icon will display a prompt listing the Average Formulas in use for the selected class as shown below.

Course Name: Sociology (H2500), Section: 2 Period: 7 TBA, TBA

Class Roster	Attendance ▼	Gradebook ▼	Progress Report	ERC Grade Entry ▼	Other ▼	P:7, Sociology(H2500), S:2	

Dropped Students	MP Summary	Export	Hide Stats	Save	Print		Report Card Entry

	Student ID	Name	3rd Six Weeks	3rd Six Weeks Comm...	1 Σ	4th Six Weeks	4th Six Weeks Comm...	5th Six Weeks	5t
	Due		01/19/2010	01/19/2010	03/27/2010	03/02/2010	03/02/2010	04/21/2010	04

Viewing Average Formulas

	Possible
	Mean
	Median
	Standard Deviation

Grading Formulas

Average Formula

Grade 9 : $$\frac{[(1st\ Six\ Weeks * 2.00) + (2nd\ Six\ Weeks * 2.00) + (3rd\ Six\ Weeks * 2.00) + (MT * 1.00)]}{7}$$

Grade 10 : $$\frac{[(1st\ Six\ Weeks * 2.00) + (2nd\ Six\ Weeks * 2.00) + (3rd\ Six\ Weeks * 2.00) + (MT * 1.00)]}{7}$$

Grade 11 : $$\frac{[(1st\ Six\ Weeks * 2.00) + (2nd\ Six\ Weeks * 2.00) + (3rd\ Six\ Weeks * 2.00) + (MT * 1.00)]}{7}$$

Grade 12 : $$\frac{[(1st\ Six\ Weeks * 2.00) + (2nd\ Six\ Weeks * 2.00) + (3rd\ Six\ Weeks * 2.00) + (MT * 1.00)]}{7}$$

OK

1	200867	Abelseth, And	77 (C)
2	703628	Frye, Eric	81 (C)
3	700059	Fuller, Chelsea	69 (F)
4	201019	Jordan, Lariss	90 (B)
5	401344	Justice, Carl	84 (C)
6	009127070	Kayton, William	85 (C)
7	200945	Laws, Christo	79 (C)
8	401883	Leonard, Cody	97 (A)
9	700043	Madison, Dariu	84 (C)

Viewing Average Formulas continued

Teacher Entry of Final Course Grades based on Average Formulas (Semester Averages). Final Course Grades can only be entered in the Final Grade column of Report Card Entry.

Final Course Grades are displayed in the Final Course Grade column on Report Cards, the Final Grade column of Transcripts and used in Class Rank calculations for completed courses.

The Final Grade column allows teachers to manually enter students Final Course Grades or use the Calculate Numeric or Calculate Alpha icons to calculate students' Final Course Grades.

Calculating Final Grades

If the Calculate Numeric and/or Calculate Alpha icons are used, the system will use the Final Average Formula set up at the School and/or Course Level to calculate students' Final Course Grades.

Final Course Grades calculated by the Calculate Numeric and/or Calculate Alpha icons can be manually changed by the teacher.

Final Course Grades can be removed for individual students by clicking into the desired cell and deleting the grade. Final Course Grades can also be removed from all students by accessing the Final Grade column dropdown and clicking **Erase All**.

Calculating Numeric Icon

The Calculate Numeric ▦ icon (Green Calculator) will calculate a numeric Final Course Grade based on the Final Average Formula set up for the class. Numeric Final Course Grades are rounded to whole numbers.

Calculate Alpha Icon

The Calculate Alpha ▤ icon (White Calculator) will first calculate a numeric Final Course Grade based on the Final Average Formula set up for the class and then convert the numeric Final Course Grade to an Alpha Grade based on the school's Grade Conversion chart.

Gradebook: Report Templates

Creating Gradebook and Performance Templates at the staff level

From the **GRADEBOOK TAB>REPORT TEMPLATES**, teachers can create new Gradebook and Performance Report Templates and Edit existing templates. Gradebook Reports are used to show the progress or performance of an entire class, while Performance Reports are used to show individual student's performance or progress.

Report Templates

Click **New** to create a new **Template**.

Creating a New Template

Gradebook and Performance Report Templates Continued:

Teachers can customize report templates by clicking on the ✗ next to any field to remove it. When creating a new Performance Report Template, double-clicking inside any text-entry field opens the Available Fields window. Available Fields allows the user to select fields, such as student First name or student Last name to be pulled in automatically and populated on the report.

Performance Template

Run Parameters

Run Parameters allows teachers to set and save parameters for each Gradebook and/or Performance Report Template. When the template is selected from the Generate Reports screen, the parameters will be set to automatically default.

Creating Gradebook and Performance Templates are at the school level

Schools can set up default templates for Gradebook and performance reports by selecting **SYSTEM>GRADE REPORTING>GRADEBOOK** Defaults. Click on the yellow plus sign to begin the process of adding a new template. Select the type of template desired, Gradebook or performance. Format the templates in the same manner as the templates created at the staff level.

Logged in as: DEMONy   Tuesday, February 23, 2010

| Registration | Staff | Student | Program | Reports | District | My eSD | **System** | Scheduling | Academic | Interoperability |

| Academic | Administration | Attendance | Codes | Discipline | Grade Reporting | Health | Menu Org. | Program | Registration | Scheduling | Staff |

Home > System > Grade Reporting > Gradebook Defaults   ...eSD Training High School ▼ ⨠

Grade Reporting

- ERC Template SetUp
- Grade Conversion
- Grades
- Grade Group
- ERC Key Idea Grade List
- Class Rank Exclusion Reasons
- Comments
- Global Transcript Comments
- **Gradebook Defaults**
- Average Formulas

Setup Gradebook Defaults   ?   New

New Gradebook

Grading Method : ⦿ Point Value System ◯ % Weight System

| | ✗ | *Category | Total Points | *Point Value | 700.0000 | Point Value ☑ |
| | ✗ | *Category | Weighting | *Point Value | 100.0000 | Point Value ☑ |

Save   Clear   New

> Clicking on the plus sign will display a new screen, which will allow the user to create a new template at the school

Gradebook Report Template (School Level)   ⧀⧀ 1 ⧁⧁   ➕   Go to page no. ___ of ___ ⟫

Template Name	Template Type	Template Scope	Created On	Edit	Delete
MP 1 Report al	PERFORMANCE	School Level	10/02/2009 11:54:10	📝	✗

⧀⧀ 1 ⧁⧁   Go to page no. ___ of 1 ⟫

School Level Reports

New Template   ?   Close

Name of the template: _____

Reset   Save   Cancel

This Template is for: ⦿ Gradebook ◯ Performance

✗ East CCSI High School
School Address
School Telephone No.

✗ Tuesday, February 23, 2010 ▼

✗ Title

Staff: Adams, Raymond   Course: 2715_AP STATISTICS
Semester: 1, Day: 1, Marking Period: MP 3   Section: 2, Period: 1, Room: 001

✗

Student	Quiz 1 Bonus: 5 11/11/2004 Type: Quiz (w = 20)	Homework 2 Bonus: 2 11/15/2004 Type: Homework (w = 40)	Test 1 Bonus: 10 11/30/2004 Type: Tests (w = 50)	AVG
Ali Thomas	50	80	84	90
Barr Jones	40	50	50	70
Chris Cooper	40	50	**	80
Leo Williams	40	50	42	68

** - Missing Grade

Note: This is a sample gradebook report.

New Template   ?   Close

Name of the template: _____

Reset   Save   Cancel

This Template is for: ◯ Gradebook ⦿ Performance

✗ East CCSI High School
School Address
School Telephone No.

✗ Tuesday, February 23, 2010 ▼

✗ Title

Student Name: Barr, Jones   IdNumber: 565656
Staff: Adams, Raymond   Course: 2715_AP STATISTICS
Semester: 1, Day: 1, Marking Period: MP 3   Section: 2, Period: 1, Room: 001

✗

✗ **Assignments**

Description	Category	Max Points	Bonus	Grade
Quiz 1 11/11/2004	Quiz (w=20)	100	5	50
Quiz 2 11/20/2004	Quiz (w=20)	100	5	80
Homework 2 11/12/2004	Homework (w=10)	50	2	**
Test 1 11/30/2004	Tests (w=50)	80	10	**

** - Missing Grade

Note: This is a sample progress report.

✗ **Missing Assignments**

Description	Category	Max Points
Homework 2 11/12/2004	Homework (w=10)	50
Test 1 11/30/2004	Tests (w=50)	80
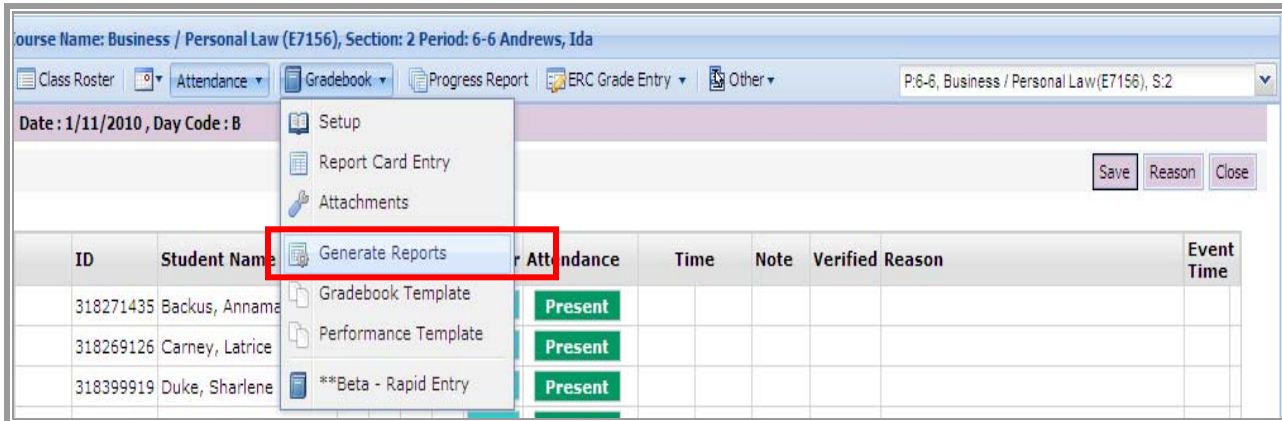
Note: This is a sample of Missing Assignment report.

✗ Days Present: 13   Days Absent: 4   Days Tardy: 3

✗

✗ Please sign below and bring the report to the teachers-and-parents meeting on Tuesday.

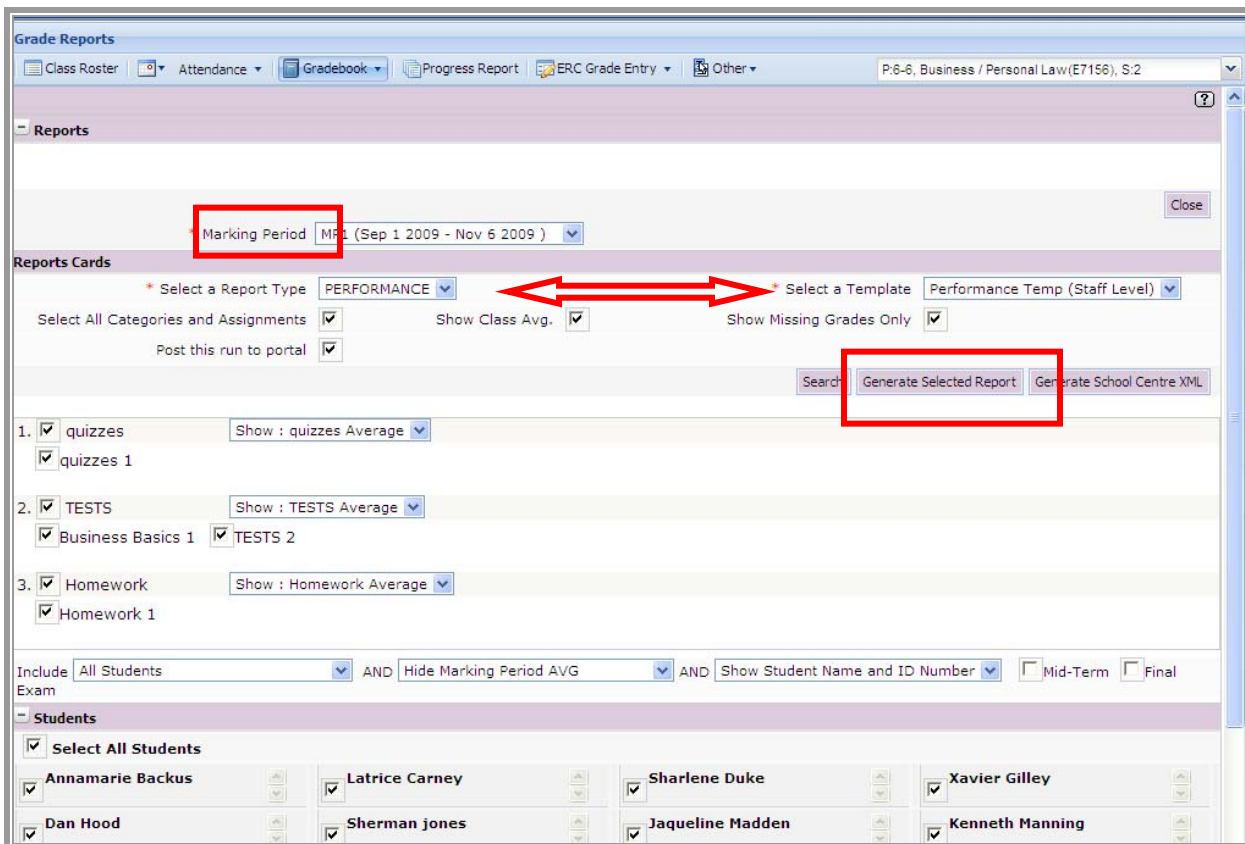✗ Parent/Guardian Signature: _____   ✗ Date: _____

Gradebook Template   *Performance Template*

Gradebook: Generating Reports

Generating Reports

Once Gradebook and Performance Report Templates have been created, teachers can run these reports by clicking Generate Reports in the Gradebook Menu tab.

Generating Reports continued

To generate a report, teachers should first choose the appropriate Marking Period; select the Report Type and Template from the dropdown menus. Gradebook and Performance Reports can be fully customized to

select specific students, display specific Categories and Assignments, display a Class Average, display Missing Grades Only, and Post the run on the Parent Portal. Clicking the Generate Selected Report button allows the user to run the report.

> The Maximum points for an assignment will populate on the Gradebook Report.

Posting Reports to eSP

After a report has been generated a file will appear at the top of the screen. The file can be viewed in Microsoft Word or in XML format. The parent portal icon allows the user to post the run to the parent portal; if it has not already been done when the run was originally generated by checking the "post this run to portal" checkbox. This parent portal icon allows the user to remove the run from the portal.

Note: Marking Period Grades and Running Marking Period Averages will display on the E School Parent Portal.

Gradebook: Rapid Grade Entry

GO to **GRADEBOOK>RAPID GRADE ENTRY**

Rapid Grade Entry allows teachers to enter grades quickly from a streamlined view of their Gradebook. The Rapid Grade Entry screen displays Student ID, Student Name, Categories and Assignments only. Grades entered in the Rapid Grade Entry screen will also be displayed in the standard Gradebook. The standard Gradebook entry screen should be used when grading calculations are desired, such as categories averages and marking period averages. Rapid Grade Entry is intended for assignment grades and assignment comments only.

Accessing Rapid Entry

Rapid Entry

TEACHERS OTHER TASKS

Course Recommendations

STAFF > STAFF SCHEDULE VIEWS: Others > Course Recommendation

From the Teacher interface, Click **Course Recommendation** from the **Other** drop down menu to enter course recommendations for the selected class. Only courses in the subject area taught by the teacher will be accessible.

Teacher Course Recommendations

Apply to All: Click **"Apply to All"** to add the course recommendation to All students.

Fill the Rest: Click **"Fill the Rest"** to add the course recommendation to students that do Not have a course entered.

Roster Code Report

STAFF > STAFF SCHEDULE VIEWS: Others > Roster Code Report

Select **Roster Code Report** from the Other dropdown menu to view a summary report for the selected class.   The roster code on the Classroom attendance field can be used to tally occurrences and this is where the report can be run for teachers. If this roster code is to be used for a school count purpose (such as a roster code for type of lunch) then the School administrators can also run this report.

 NOTE: The roster codes must be setup initially by a school administrator.

This report can be filtered numerous ways. In the example above, the report was run to show the total number of times each student was unprepared during the first week of May. This report can then be exported to Excel.

Guardian and Emergency Contacts

STAFF > STAFF SCHEDULE VIEWS: Others > Guardian and Emergency Contacts

Select **Guardian/Emergency Contacts** from the Other dropdown menu to view the **All Contact Information** for the selected class. This report could be used by teachers to contact a parent or guardian of a student or to verify a signed note was from a person designated as a guardian for the student.

Guardian/Emergency Contacts

Progress Report Entry

Progress Report Comments Entry

From the **Teacher interface**, click the **Progress Report** tab to select the appropriate grading period and enter progress report comments.

Select the appropriate Progress Report period. The drop down menu defaults to the grading period according to the current date.

If the course setting for "**Progress Report Grade Entry**" is set to **Yes**, two columns will appear on the Progress Report entry screen in the Teacher Interface: **"Weighted Assignment Average"** and **"Grade."**

The "**Weighted Assignment Average**" column calculates an average encompassing

all assignment grades in teacher's Gradebook with Due Dates that fall within the selected Progress Report Period dates (regardless of Marking Period.) Category Weights in Gradebook Setup are applied to the calculation. Drop Lowest, Drop Highest and Bonus Points are considered in the calculation.

In the "**Grade**" column, teachers can copy over all students' averages using the Copy All icon (**>>**) in the Grade column heading OR can copy students' grades individually by clicking the Copy icon next to each student (**>>**.) Teachers can also manually enter or change grades in the "Grade" column.

When finished entering in progress report comments and grades; click **Save**.

Progress Report Comment Entry Continued