

FOCUS GRADEBOOK

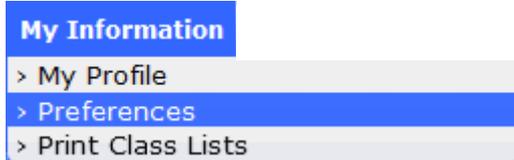
GRADES 6TH – 12TH

**CONFIGURATION, WEIGHTING, ADD ASSIGNMENTS, AUTO-FILL POINTS,
EXTRA CREDIT, STUDENT EXEMPTIONS AND GRADE BOOK REPORTS**

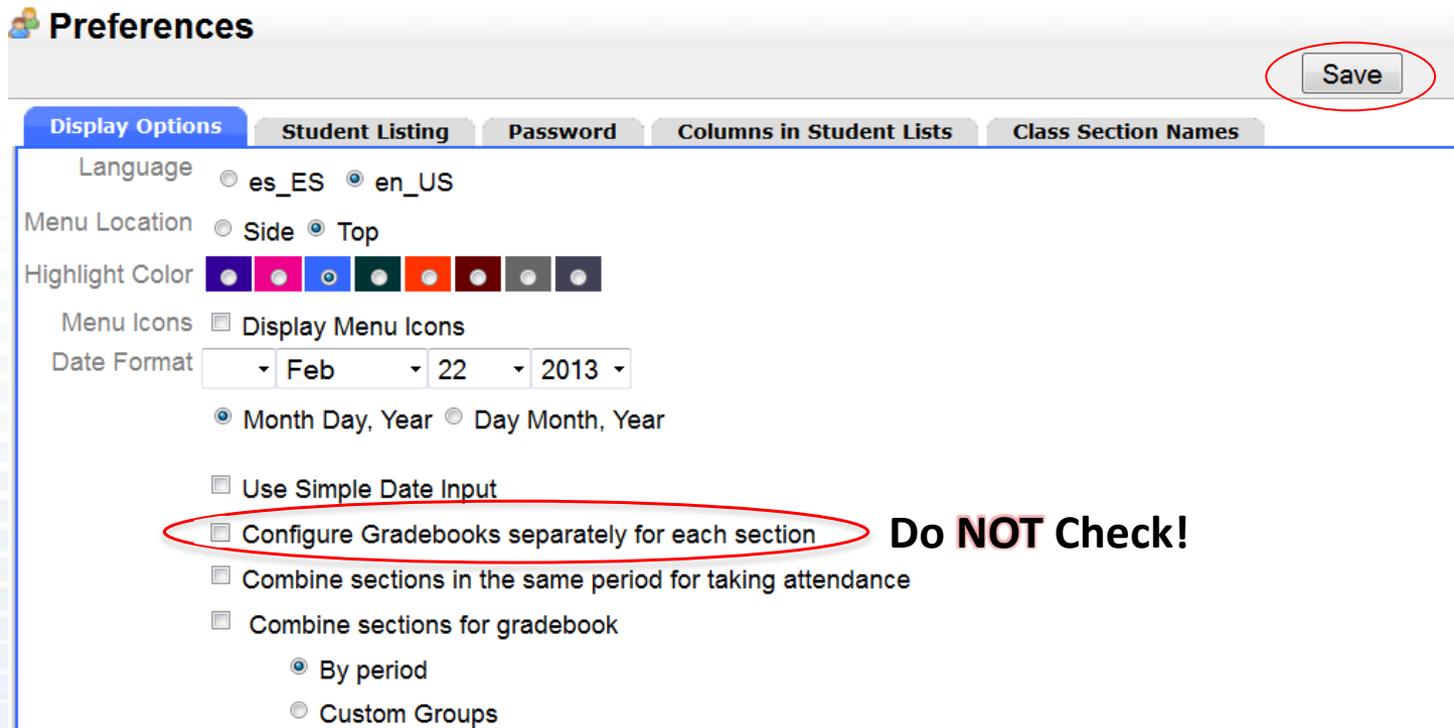


Scenario 1: **ALL** of Your Classes are ABCDF

From the FOCUS Portal, click “My Information” and “Preferences”

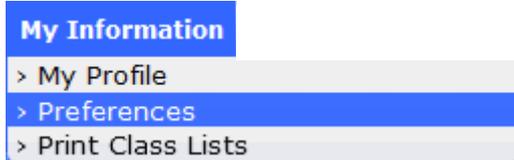


Make Sure “Configure Gradebooks separately for each section” is **NOT CHECKED** and click “Save.”

A screenshot of the "Preferences" page in a web application. The page has a header with a "Save" button circled in red. Below the header are several tabs: "Display Options", "Student Listing", "Password", "Columns in Student Lists", and "Class Section Names". The "Display Options" tab is active. Under this tab, there are several settings: "Language" with radio buttons for "es_ES" and "en_US"; "Menu Location" with radio buttons for "Side" and "Top"; "Highlight Color" with a row of color swatches; "Menu Icons" with a checkbox for "Display Menu Icons"; "Date Format" with dropdown menus for "Feb", "22", and "2013", and radio buttons for "Month Day, Year" and "Day Month, Year"; "Use Simple Date Input" with a checkbox; "Configure Gradebooks separately for each section" with a checkbox circled in red and the text "Do NOT Check!" next to it; "Combine sections in the same period for taking attendance" with a checkbox; and "Combine sections for gradebook" with a checkbox and radio buttons for "By period" and "Custom Groups".

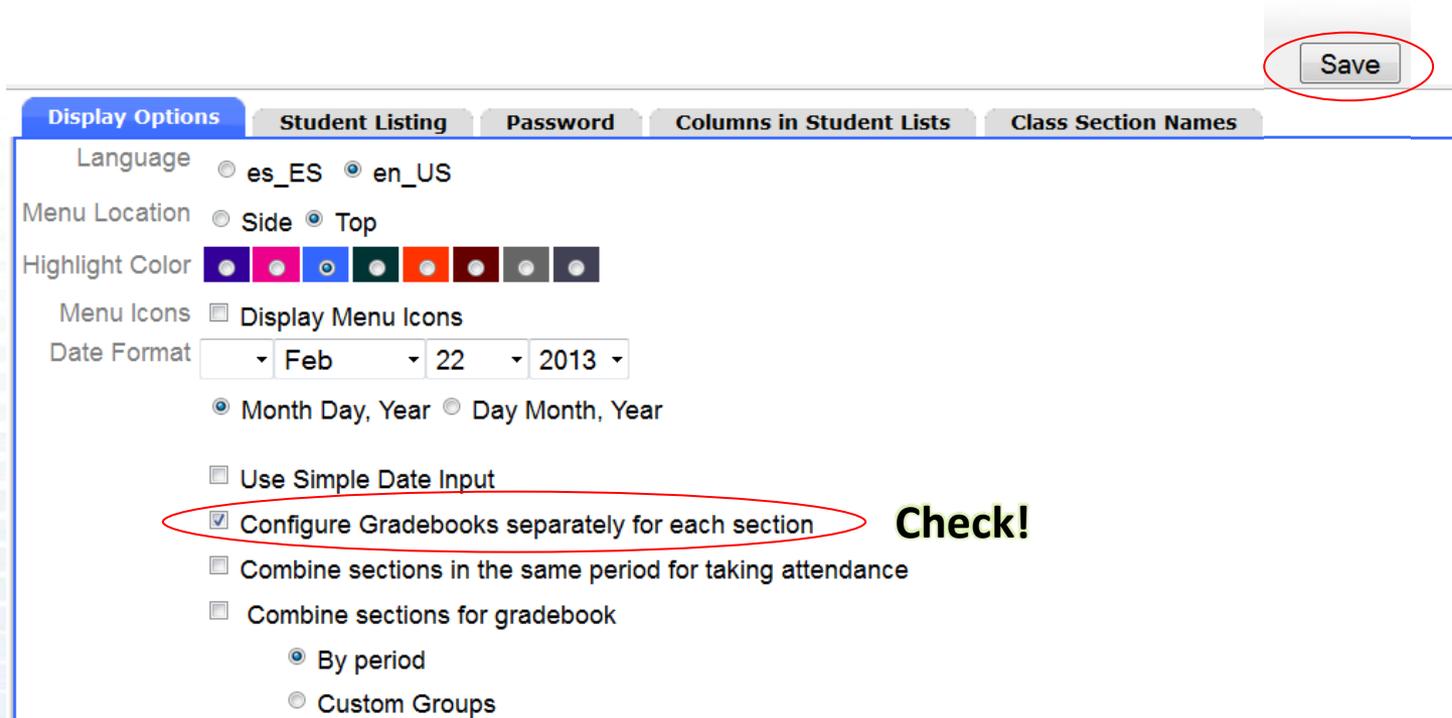
Scenario 2: Your Classes are ESNU AND ABCDF

From the FOCUS Portal, click “My Information” and “Preferences”



Check “Configure Gradebooks separately for each section” and click “Save.”

This will enable you to have both numerical and ESNU gradebooks.

A screenshot of a web application settings page. The page has a header with a "Save" button circled in red. Below the header are several tabs: "Display Options", "Student Listing", "Password", "Columns in Student Lists", and "Class Section Names". The "Display Options" tab is active. The settings are as follows:

- Language: es_ES en_US
- Menu Location: Side Top
- Highlight Color: A row of seven colored circles (purple, pink, blue, green, orange, red, grey).
- Menu Icons: Display Menu Icons
- Date Format:
 - Month Day, Year
 - Day Month, Year
- Use Simple Date Input
- Configure Gradebooks separately for each section **Check!**
- Combine sections in the same period for taking attendance
- Combine sections for gradebook
 - By period
 - Custom Groups



Set Gradebook Configurations

- Starting with the first class from the drop down menu, select each class and click “Grades” and “Gradebook Configuration”

- 01 - Third Grade
- 02 - Reading
- 03 MTW - Lang Arts
- 05 - Health - Grade 3
- 06 MTW - Science Grade Three
- 06 HF - Soc Studies 3
- 07 - Math Grade three

Grades

- > Online Course
- > Gradebook
- > Gradebook Configuration
- > Gradebook Assignments
- > Gradebook Reports

Report Cards

- > Post Final Grades
- > Report Card Comments
- > Print Report Cards
- > Post Standard Grades
- > Standard Grades Report Cards

If Your Preferences Match Scenario 1, Settings in One Class will Automatically be Applied to **ALL** Sections.

If Your Preferences Match Scenerio 2, You **MUST** Configure Each Gradebook Individually.



Gradebook Configurations for ABCDF

- **ABCDF Classes should have the following Gradebook Configuration:**
Once Gradebooks are Configured, You are Ready to Add Assignments

Configuration

General

Score Rounding
 Up Down Normal

Assignment Sorting
 Newest First Newest Last Due Date Assigned Date Category

Default Due Date
 Today Tomorrow

Weight grades by assignment category
You assign a percentage to each category in your gradebook. These percentages will be used to weight each student's overall average.

Add all assignments to each section of your course by default
By default, each time you create a new assignment, it will be added to the gradebook for each section of your course, if you teach multiple sections of that course.

Display percentages in the gradebook
Save room in your gradebook by turning this off, especially if most of your assignments are worth 100 points. If this option is turned off, only the points and letter grade will be displayed when viewing all assignments.

Display due date in assignment column heading

Display assigned date in assignment column heading

Full year gradebook
Enable this feature if your students are allowed to turn in assignments at their own pace over the course of the year. This will eliminate having separate gradebooks for each quarter.

Enter student numbers in the gradebook
This adds a column where you can enter a special code for each student. This helps when printing the grades to post -- since students can identify their grade via the code instead of their name.

Only use letter grades in the gradebook — not points

Display each student's grade level in the gradebook

Check if Applicable!

- Weight grades by assignment category**
You assign a percentage to each category in your gradebook. These percentages will be used to weight each student's overall average.

***If you are unsure of whether or not to weight your gradebook, ask your school administrator.**

Do NOT Check!

- Only use letter grades in the gradebook — not points**

***All Other Settings are Optional**



Gradebook Configurations for ESNU

- ESNU and Behavior Classes should be Configured as Below:

Once Gradebooks are Configured, You are Ready to Add Assignments

Configuration

General

Score Rounding
 Up Down Normal

Assignment Sorting
 Newest First Newest Last Due Date Assigned Date Category

Default Due Date
 Today Tomorrow

~~Weight grades by assignment category~~
~~You assign a percentage to each category in your gradebook. These percentages will be used to weight each student's overall average.~~

Weight grades by assignment category
You assign a percentage to each category in your gradebook. These percentages will be used to weight each student's overall average.

Do NOT Check!

Add all assignments to each section of your course by default
By default, each time you create a new assignment, it will be added to the gradebook for each section of your course, if you teach multiple sections of that course.

Do NOT Check!

~~Display percentages in the gradebook~~
~~Save room in your gradebook by turning this off, especially if most of your assignments are worth 100 points. If this option is turned off, only the points and letter grade will be displayed when viewing all assignments.~~

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Save room in your gradebook by turning this off, especially if most of your assignments are worth 100 points. If this option is turned off, only the points and letter grade will be displayed when viewing all assignments.

Do NOT Check!

Display due date in assignment column heading

Display assigned date in assignment column heading

Full year gradebook
Enable this feature if your students are allowed to turn in assignments at their own pace over the course of the year. This will eliminate having separate gradebooks for each quarter.

Enter student numbers in the gradebook
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Check!

Only use letter grades in the gradebook — not points

Only use letter grades in the gradebook — not points

Display each student's grade level in the gradebook

*All Other Settings are Optional



Adding Gradebook Categories

- Weighted ABCDF Class Category Example

Students Grades Assessment Attendance Discipline School Information My Information Performance Reports Reports

Gradebook Assignments

Classwork

Classwork Title 20 Percent of Final Grade - Automatically Drop the lowest X grades Color

3 Assignment Categories		2 Assignments	
Assignment Category	Weight	Assignment	Due Date
Classwork	20%	Assignment 1 (100)	Feb 16, 2013
Homework	30%	Assignment 2 (100)	Feb 27, 2013
Tests	50%	+	
+			

***The Sum of Weighted Categories MUST Total 100%!**

- Unweighted ESNU Class Category Example

Students Grades Assessment Attendance Discipline School Information My Information Performance Reports Reports

Gradebook Assignments

Assignments

Assignments Title - Automatically Drop the lowest X grades Color

1 Assignment Category		2 Assignments	
Assignment Category	Weight	Assignment	Due Date
Assignments		Assignment 1 (4)	Feb 27, 2013
+		Assignment 2 (4)	Apr 3, 2013
		+	



Most Common Gradebook Mistakes

- These Mistakes Cause Inaccurate Gradebook and/or Posting Averages

The screenshot shows a gradebook interface with several callouts pointing to specific areas:

- Red callout:** Points to the 'Weight' column in the 'Assignment Categories' table. The weights are 20% for Classwork, 30% for Homework, and 50% for Tests, which do not total 100%.
- Orange callout:** Points to the 'Points' column in the 'Assignment' table. The values are (100) for Assignment 1 and (100) for Assignment 2, indicating zero points.
- Green callout:** Points to the 'Automatically Drop the lowest X grades' field, which is currently empty.
- Blue callout:** Points to the 'Due Date' column in the 'Assignment' table. The dates are Feb 16, 2013 and Feb 27, 2013.

Assignment Category	Weight
Classwork	20%
Homework	30%
Tests	50%
+	

Assignment	Points
Assignment 1	(100)
Assignment 2	(100)
+	

Due Date
Feb 16, 2013
Feb 27, 2013

Category Weights Do Not Total 100% (*Gradebooks will not Average Correctly)

Assignments Worth "0" Points (*Any Score Entered will Count as Extra Credit)

Too Many Assignments Dropped (*Enter Quantity to Drop Here, **NOT Score)**

Due Date Outside of Marking Period (*Omits Assignment from Posting Average)



Adding Gradebook Assignments

- There are Two Methods to Add Gradebook Assignments

Students Grades Assessment Attendance Discipline School Information My Information Performance Reports Reports

Gradebook Assignments

Classwork

Classwork Title 20 Percent of Final Grade - Automatically Drop the lowest X grades Color

3 Assignment Categories		2 Assignments	
Assignment Category	Weight	Assignment	Due Date
Classwork	20%	Assignment 1 (100)	Feb 16, 2013
Homework	30%	Assignment 2 (100)	Feb 27, 2013
Tests	50%		
+			

1: From the Gradebook Assignments View, Click “+” Below the Assignment List

Students Grades Assessment Attendance Discipline School Information My Information Performance Reports Reports

Gradebook

All Assignments Add an Assignment Enter grades by Points Include Inactive Students Save

No Students were found.

Student Grade	Student ID	Assignment 2 (100)	Assignment 1 (100P - 10Q)	Homework Assignment 1 (100)	Test # 3 (100P - 20Q)	Test # 2 (100P - 20Q)	Test # 1 (100P - 20Q)
		i	i	i	i	i	i

2: From the Gradebook View, Click “Add an Assignment”



Adding Gradebook Assignments

- Enter Appropriate Information in the “Add An Assignment” Screen

The screenshot shows the 'Add An Assignment' form with the following fields and callouts:

- Title:** 'Assignment 3' (yellow callout)
- Points:** '100' (green callout)
- Questions:** '10' (blue callout)
- Auto-Fill Points:** '100' (grey callout)
- Assignment Category:** 'Homework' (grey callout)
- Assigned:** 'February 26, 2013' (red callout)
- Due:** 'February 27, 2013' (red callout)
- Description:** 'Signed Permission slip' (purple callout)
- Check All:** A list of checkboxes for 'COURSE 1', 'COURSE 2', and 'COURSE 3', each with sub-sections.

Assigned/Due: Defaults to Today's/Tomorrow's Date

Enter Assignment Title Here

Enter 0-9999 for Assignment Point Value Here

Enter 0-9999 for Number of Questions Here (Optional Field)

Enter Assignment Description Here (Optional Field)



Adding Gradebook Assignments

- Enter Appropriate Information in the “Add An Assignment” Screen

The screenshot shows the 'Add An Assignment' interface. At the top, there is a blue header with the text 'Add An Assignment' and two buttons: 'Copy assignments' and 'Save'. Below the header, the form is divided into several sections. On the left, there are input fields for 'Title' (containing 'Assignment 3'), 'Points' (containing '100'), 'Assigned' (with dropdowns for 'February', '26', and '2013'), and 'Due' (with dropdowns for 'February', '27', and '2013'). In the center, there are 'Questions' (containing '10') and 'Description' (containing 'Signed Permission slip') fields. To the right of the 'Points' field, there is a red-bordered box containing '100' and the text 'Auto-Fill Points'. To the right of the 'Questions' field, there is a yellow-bordered box containing 'Homework' and the text 'Assignment Category'. On the far right, there is a green-bordered box containing a list of checkboxes: 'Check All', 'COURSE 1' (with checkboxes for Section 1, 2, and 3), 'COURSE 2' (with a checkbox for Section 1), and 'COURSE 3' (with checkboxes for Section 1 and 2). Colored lines connect these callout boxes to their respective elements in the form.

For Assignments that You Assume All Students will Receive the Same Grade, You may Auto-Fill the Grade for All Students by Entering it Here

Choose Respective Gradebook Category Here

NEW FEATURE!

Teachers May Now Add an Assignment to ANY or ALL of Their Classes at Once, Regardless of Course Number!

Check Any Class that You would like the Assignment Added to. The Next Screen will Ask which Assignment Categories in Other Gradebooks to Add the Assignment to if an Identical Category does not Exist.

This Feature also Allows Teachers to Delete Identical Assignments from more than One Gradebook Simultaneously if the Assignments were Added in that Manner.



Awarding Extra Credit in the Gradebook

Add An Assignment Copy assignments Save

Title: Extra Credit Points Questions Auto-Fill Points Tests Assignment Category

Assigned: February 26, 2013 Due: February 27, 2013

Description: Class-wide Extra Credit Quiz.

Check All
COURSE 1
 Section 1
 Section 2
 Section 3
COURSE 2
 Section 1
COURSE 3
 Section 1
 Section 2

Extra Credit Depends Solely on the “Points” Field!

Two Methods to Award Extra Credit:

- 1) To Give an Exclusive Extra Credit Assignment, create an Assignment with “0” in the Assignment Point Value.
 - Any Score Awarded Above “0” (e.g. “5”) will be Multiplied by the Weight of the Assignment Category and included in that Category Average.
- 2) To Add Extra Credit Points to an Assignment, Simply Enter the Full Points Value of the Assignment (e.g. “100”) in the “Add An Assignment” Screen, then Include any Extra Credit that the Student Earned when Entering Student Grades for the Assignment (e.g. “104.”)
 - The Total Score will be Multiplied by the Weight of the Assignment Category and included in that Category Average.



Exempting Select Student(s) from an Assignment

Gradebook													
All Assignments		Add an Assignment		Enter grades by		Points		<input type="checkbox"/> Include Inactive Students		Save			
Student	Grade	Student ID	Assignment 2 (100)	Assignment 1 (100P - 10Q)	Homework Assignment 1 (100)	Test # 3 (100P - 20Q)	Test # 2 (100P - 20Q)	Test # 1 (100P - 20Q)					
Student Last, First	83% B		Exc.	90	90% A	100	100% A	60	60% D	70	70% C	80	80% B
Average	83%			90%	100%		60%	70%	80%				

On Occasion, it may be Appropriate and Necessary to Excuse a Student from an Assignment. Perhaps you Graded a Group Activity One Day in which the Student had a Medically Excused Absence. For Whatever Reason,

To Excuse a Student from an Assignment,

Enter * in Place of a Numerical or Letter Grade.

This will Exclude the Assignment from the Respective Student's Average.



Gradebook Reports

- To Access Gradebook Reports, click “Grades” and “Gradebook Reports”

Grades	Assessment	Attendance
> Online Course		
> Gradebook		
> Gradebook Configuration		
> Gradebook Assignments		
> Gradebook Reports		
Report Cards		
> Post Final Grades		
> Report Card Comments		
> Print Report Cards	Grade	Student ID
> Post Standard Grades		
> Standard Grades Report Cards		

Gradebook Reports

Reports

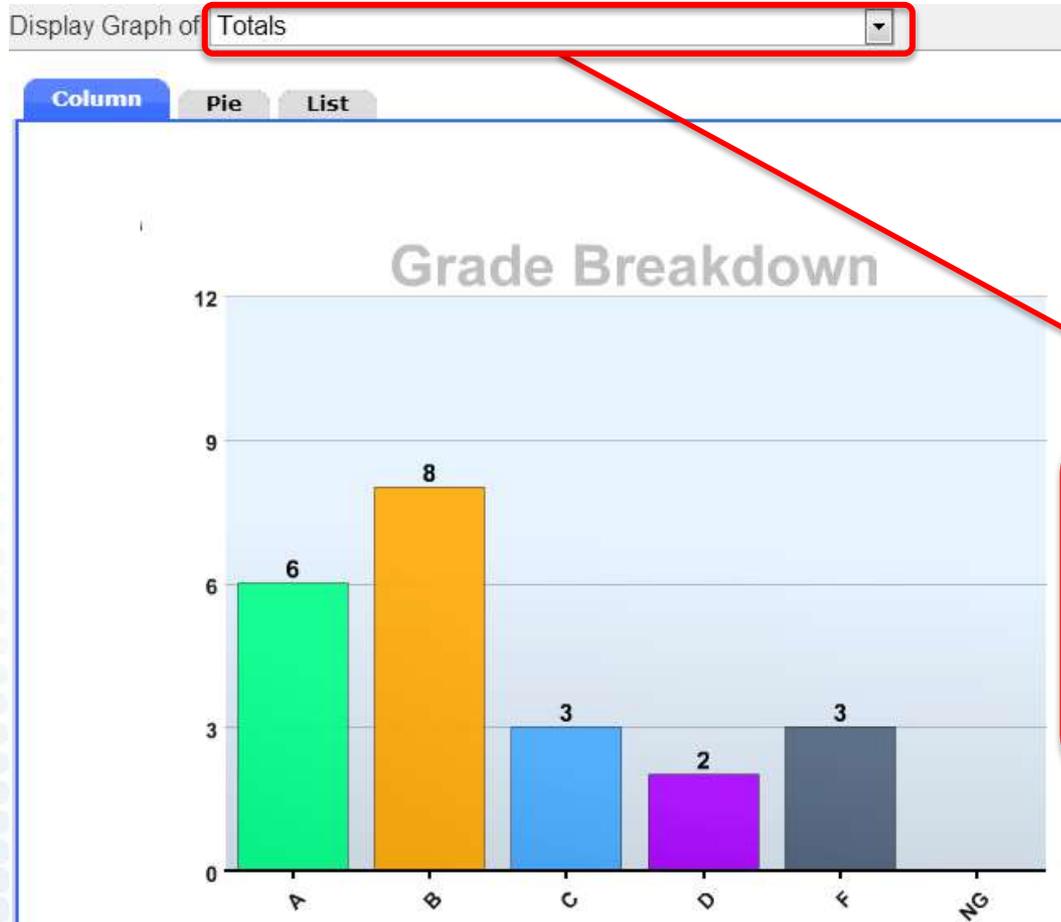
- Grade Breakdown Graphs
- Missing Grades
- Failing Grades
- Extra Credit Grades
- Highlighted Grades
- Excused Grades
- Custom Grades
- Transferred Students
- Progress Reports
- Blank Gradebook
- Gradebook Audit Trail



Gradebook Reports

Grade Breakdown Graphs

- Grade Breakdown Graphs: Choose this to view graphs representing students' performance by grade, including a bar chart, pie chart, or simple list.



Use this pull-down menu to select breakdown totals for a specific course, for categories of assignments, or individual assignments.

These graphic representations are a great way of assessing student performance that saves paper.



Gradebook Reports

Missing Grades

- **Missing Grades: A Breakdown by Student, Assignment Name, Points, Grade, Dates Assigned and Due, as well as Teacher Comments.**

All students who have at least one ungraded assignment. Show all courses Save

46 missing grades

Student	Assignment	Grade	Points	Comments	Assigned	Due
Student Information Blocked for Privacy.			- / 100	-	Mar 11, 2013	Mar 20, 2013
			- / 100	-	Feb 26, 2013	Mar 7, 2013
			- / 100	-	Feb 13, 2013	Feb 25, 2013
			- / 100	-	Mar 11, 2013	Mar 20, 2013
			- / 100	-	Feb 26, 2013	Mar 7, 2013
			- / 100	-	Feb 13, 2013	Feb 25, 2013
			- / 100	-	Mar 11, 2013	Mar 20, 2013
			- / 100	-	Feb 26, 2013	Mar 7, 2013
			- / 100	-	Feb 13, 2013	Feb 25, 2013
			- / 100	-	Mar 11, 2013	Mar 20, 2013
			- / 100	-	Feb 26, 2013	Mar 7, 2013
			- / 100	-	Feb 13, 2013	Feb 25, 2013

Grades may be Easily Entered from within this Screen.



Gradebook Reports

Failing Grades



- **Failing Grades: This also Reports by Student, Assignment Name, Points, Grade, Dates Assigned and Due, as well as Teacher Comments.**

All students who have failed at least one assignment. Save

Threshold: Include Missing Grades

52 failing grades

Student	Assignment	Points	%	Grade	Comments	Assigned	Due
Student Information Blocked for Privacy.		10 / 100	10%	F	-	Jan 22, 2013	Mar 21, 2013
		0 / 100	0%	F	-	Feb 1, 2013	Feb 12, 2013
		40 / 100	40%	F	-	Jan 30, 2013	Jan 30, 2013
		40 / 100	40%	F	-	Jan 23, 2013	Jan 23, 2013
		0 / 100	0%	F	-	Jan 22, 2013	Mar 21, 2013
		0 / 100	0%	F	-	Feb 1, 2013	Feb 12, 2013
		0 / 100	0%	F	-	Jan 22, 2013	Jan 31, 2013
		20 / 100	20%	F	-	Jan 30, 2013	Jan 30, 2013
		10 / 100	10%	F	-	Jan 22, 2013	Mar 21, 2013
		0 / 100	0%	F	-	Feb 1, 2013	Feb 12, 2013
		40 / 100	40%	F	-	Jan 30, 2013	Jan 30, 2013
		50 / 100	50%	F	-	Jan 29, 2013	Jan 29, 2013
		30 / 100	30%	F	-	Jan 22, 2013	Mar 21, 2013
		10 / 100	10%	F	-	Jan 22, 2013	Mar 21, 2013
0 / 100	0%	F	-	Feb 1, 2013	Feb 12, 2013		

You May Adjust the Threshold to 60%, 70%, or 80% and Include Missing Grades in this Report.



Gradebook Reports

Extra Credit Grades

- **Extra Credit Grades:** This Report Shows All Students Enrolled in the Current Class Who Earned Extra Credit on any Particular Assignment.

All students who have earned extra credit on at least one assignment. Save

20 extra credit grades 

Student	Assignment	Points	%	Grade	Comments	Assigned	Due
Student Information Blocked for Privacy.		102.00 / 100	102%	A	-	Feb 26, 2013	Feb 26, 2013
		102.00 / 100	102%	A	-	Feb 26, 2013	Feb 26, 2013
		105 / 100	105%	A	-	Feb 15, 2013	Feb 15, 2013
		102.00 / 100	102%	A	-	Feb 26, 2013	Feb 26, 2013
		101 / 100	101%	A	-	Jan 22, 2013	Jan 22, 2013
		102.00 / 100	102%	A	-	Feb 26, 2013	Feb 26, 2013
		102.00 / 100	102%	A	-	Feb 26, 2013	Feb 26, 2013
		102 / 100	102%	A	-	Jan 22, 2013	Jan 22, 2013
		102.00 / 100	102%	A	-	Feb 26, 2013	Feb 26, 2013
		102.00 / 100	102%	A	-	Feb 26, 2013	Feb 26, 2013
		103 / 100	103%	A	-	Jan 24, 2013	Jan 24, 2013
		102.00 / 100	102%	A	-	Feb 26, 2013	Feb 26, 2013



Gradebook Reports

Highlighted Grades

- **Highlighted Grades:** Details all Students Who had an Assignment Highlighted by Double-Clicking on the Assignment Grade, then Checking “Highlight” and “Ok.”

All grades which you have highlighted. You can highlight or unhighlight grades from the gradebook by double-clicking on the grade and checking the "Highlight" checkbox. Save

13 highlighted grades 

Student	Assignment	Points	%	Grade	Comments	Assigned	Due
Student Information Blocked for Privacy.		0 / 100	0%	MU	-	Feb 27, 2013	Feb 28, 2013
		0 / 100	0%	MU	-	Feb 27, 2013	Feb 28, 2013
		0 / 100	0%	MU	-	Feb 27, 2013	Feb 28, 2013
		0 / 100	0%	MU	-	Feb 27, 2013	Feb 28, 2013
		0 / 100	0%	MU	-	Feb 27, 2013	Feb 28, 2013
		0 / 100	0%	F	-	Feb 15, 2013	Feb 15, 2013
		0 / 100	0%	MU	-	Feb 27, 2013	Feb 28, 2013
		0 / 100	0%	MU	-	Feb 27, 2013	Feb 28, 2013
		0 / 100	0%	MU	-	Feb 27, 2013	Feb 28, 2013
		76 / 100	76%	C	-	Feb 22, 2013	Feb 22, 2013
		85 / 100	85%	B	-	Feb 20, 2013	Feb 20, 2013
		0 / 100	0%	MU	-	Feb 27, 2013	Feb 28, 2013

Points

Highlight

Comments

OK Cancel



Gradebook Reports

Excused Grades

- **Excused Grades:** Includes All Assignments Graded with * or a Custom Excluded Grade from the Gradebook Configuration Screen.

All students who you have excused from an assignment. You can excuse a student from an assignment by entering any of * or EX in the gradebook. Save

18 excused grades 

Student	Assignment	Points	%	Grade	Comments	Assigned	Due
Student Information Blocked for Privacy.		* / 100	Excluded	EX	-	Feb 27, 2013	Feb 28, 2013
		* / 100	Excluded	EX	-	Feb 27, 2013	Feb 28, 2013
		* / 100	Excluded	EX	-	Feb 27, 2013	Feb 28, 2013
		* / 100	Excluded	EX	-	Feb 27, 2013	Feb 28, 2013
		* / 100	Excluded	EX	-	Feb 27, 2013	Feb 28, 2013
		* / 100	Excluded	EX	-	Feb 27, 2013	Feb 28, 2013
		* / 100	Excluded	*	-	Feb 27, 2013	Feb 28, 2013
		* / 100	Excluded	*	-	Feb 27, 2013	Feb 28, 2013
		* / 100	Excluded	*	-	Jan 22, 2013	Jan 31, 2013
		* / 100	Excluded	*	-	Feb 27, 2013	Feb 28, 2013
		* / 100	Excluded	*	-	Feb 27, 2013	Feb 28, 2013
		* / 100	Excluded	*	-	Feb 27, 2013	Feb 28, 2013



Gradebook Reports

Custom Grades

- **Custom Grades:** This Report Details all Students and the Assignments in which They Received a Custom Grade that You have Created in the Gradebook Configuration Screen.

All students to whom you have assigned a custom grade. Save

38 custom grades 

Student	Assignment	Custom	Display	Grade	Comments	Assigned	Due
Student Information Blocked for Privacy.		EX	Excused		-	Feb 27, 2013	Feb 28, 2013
	MU	Makeup		-		Feb 27, 2013	Feb 28, 2013
	EX	Excused		-		Feb 27, 2013	Feb 28, 2013
	MU	Makeup		-		Feb 27, 2013	Feb 28, 2013
	MU	Makeup		-		Feb 26, 2013	Feb 26, 2013
	EX	Excused		-		Feb 27, 2013	Feb 28, 2013
	MU	Makeup		-		Feb 27, 2013	Feb 28, 2013
	EX	Excused		-		Feb 27, 2013	Feb 28, 2013
	MU	Makeup		-		Feb 27, 2013	Feb 28, 2013
	EX	Excused		-		Feb 27, 2013	Feb 28, 2013
	MU	Makeup		-		Feb 27, 2013	Feb 28, 2013
	EX	Excused		-		Feb 27, 2013	Feb 28, 2013

Grade	Display Name	Type	Remove
*	Exc.	Exclude	<input type="checkbox"/>
EX	Excused	Exclude	<input type="checkbox"/>
MU	Makeup	Zero	<input type="checkbox"/>



Gradebook Reports

Transferred Students

- **Transferred Students:** Includes a list of students added or dropped from your class, an overall grade from the gradebook at the time of the transfer as well as a detailed breakdown of assignments and grades from the gradebook.
- **Use These Steps to Access the Transferred Students Report:**
 1. In the Student Search Box, check “Search All Sections” and click “Search.”

Student

Search All Sections
 Include Inactive Students

[More Search Options](#)

2. Select the Student You would like to View Grades for.

1 Transferred student 

Student	Student ID	Grade
Student Last, First	1234567890	07

Use this Report when a Student is Added to Your Class in the Middle of a Quarter and You Need to Enter the Student's Grades from the Previous Class into Your Own Gradebook for a Cumulative Average.



Gradebook Reports

Transferred Students



- Transferred Students, continued

3. Select the Class You would like to View Grades for.

8 dropped classes 		Search 			
Course	Section	School	Gradebook Score	Enrolled Date	Dropped Date
M/J LANG ARTS 2	Class, Teacher	Suwannee Middle School	Grade	Aug 20, 2012	Jan 22, 2013
M/J LIF SCI	Class, Teacher	Suwannee Middle School	Grade	Aug 20, 2012	Jan 22, 2013
M/J COMPRE PE 2	Class, Teacher	Suwannee Middle School	Grade	Aug 20, 2012	Jan 22, 2013
M/J COMPRE PE 2	Class, Teacher	Suwannee Middle School	Grade	Sep 4, 2012	Jan 22, 2013
M/J CRIT THINK	Class, Teacher	Suwannee Middle School	Grade	Aug 20, 2012	Jan 22, 2013
M/J CRIT THINK	Class, Teacher	Suwannee Middle School	Grade	Sep 4, 2012	Jan 22, 2013
M/J MATH 2	Class, Teacher	Suwannee Middle School	Grade	Aug 20, 2012	Jan 22, 2013
M/J CIVICS	Class, Teacher	Suwannee Middle School	Grade	Aug 20, 2012	Jan 22, 2013

Use this Report when a Student is Added to Your Class in the Middle of a Quarter and You Need to Enter the Student's Grades from the Previous Class into Your Own Gradebook for a Cumulative Average.



Gradebook Reports

Transferred Students

- Transferred Students, continued

4. Review Grades, Print, and Copy into Your Gradebook Accordingly.

Gradebook Reports

dress n participation skill test written test Weighted Grade

Percent of Grade

Student's Score

Current grade in class:

23 Assignments

Assignment	Points	Grade	Comments	Assigned	Due	Category	Standards
dress n parti	<input type="text" value="Points"/>	<input type="text" value="Grade"/>		Feb 1, 2013	Feb 1, 2013	dress n participation	
dress n parti	<input type="text" value="Points"/>	<input type="text" value="Grade"/>	not dressed out/participating	Jan 31, 2013	Jan 31, 2013	dress n participation	
dress n parti	<input type="text" value="Points"/>	<input type="text" value="Grade"/>		Jan 30, 2013	Jan 30, 2013	dress n participation	
dress n parti	<input type="text" value="Points"/>	<input type="text" value="Grade"/>		Jan 29, 2013	Jan 29, 2013	dress n participation	
dress n parti	<input type="text" value="Points"/>	<input type="text" value="Grade"/>		Jan 28, 2013	Jan 28, 2013	dress n participation	
dress n parti	<input type="text" value="Points"/>	<input type="text" value="Grade"/>		Jan 25, 2013	Jan 25, 2013	dress n participation	
dress n parti	<input type="text" value="Points"/>	<input type="text" value="Grade"/>		Jan 24, 2013	Jan 24, 2013	dress n participation	
dress n parti	<input type="text" value="Points"/>	<input type="text" value="Grade"/>		Jan 23, 2013	Jan 23, 2013	dress n participation	
dress n parti	<input type="text" value="Points"/>	<input type="text" value="Grade"/>		Jan 22, 2013	Jan 22, 2013	dress n participation	

*If Your are Unsure of which Grades to Copy, Check with Your School Administrator.



Gradebook Reports

Progress Reports

- **Progress Reports:** You can send home Progress Reports any time that display categories, assignments and scores, as well as comments in exactly the same way as your Gradebook does.
- **Use These Steps to Print Progress Reports for Students:**
 1. In the Student Search Box, Select any Special Options You would like to Show on the Progress Report and click “Continue.”

Student

[▶ More Search Options](#)

Letterhead Template

Print All Classes
(For Use by Elementary Teachers)

Only Print Totals

Include Gradebook Notes

Include Attendance Summary

Include Assignment Description

Show only:

Missing assignments

Failing assignments

Excused assignments

Include Inactive Students

To Avoid Parent Confusion with District Progress Reports, do not Select a Letterhead Template.



Gradebook Reports

Progress Reports

- Progress Reports, continued

Breakdown of Progress Report Options:

Letterhead Template

Print All Classes
(For Use by Elementary Teachers)

Only Print Totals

Include Gradebook Notes

Include Attendance Summary

Include Assignment Description

Show only:

Missing assignments

Failing assignments

Excused assignments

Include Inactive Students

Only Shows Students' Percentages in Assignment Categories and Final Weighted Grade

Includes Student Assignment Notes with Assignment Information if a Note was Added by Double-Clicking the Assignment Grade

Includes an Attendance Summary of the Current Course

Includes the Description if One was Added via the "Add an Assignment" Screen

By Using These Options, You may print a Progress Report only Showing Missing, Failing, or Excused Assignments, Respectively.

To Avoid Parent Confusion with District Progress Reports, do not Select a Letterhead Template.



Gradebook Reports

Progress Reports

- **Progress Reports, continued**

2. The Next Screen will Show a List of All Students in the Course. Select which Student(s) You would like to Print a Progress Report for and click "Print." You will then be Taken to a PDF Preview of Progress Reports that You may Print or Download.

Print Progress Reports: For each student

Email Progress Reports: To each student
 To each Custodial Contact

Preview Print

Search Screen **Simple List** Customized List

17 Students 17 Selected Search

<input checked="" type="checkbox"/>	Student	Student ID	Grade
<input checked="" type="checkbox"/>	Student Information Blocked for Privacy.		07
<input checked="" type="checkbox"/>			07
<input checked="" type="checkbox"/>			07
<input checked="" type="checkbox"/>			07
<input checked="" type="checkbox"/>			07
<input checked="" type="checkbox"/>			07
<input checked="" type="checkbox"/>			07
<input checked="" type="checkbox"/>			07
<input checked="" type="checkbox"/>			07
<input checked="" type="checkbox"/>			07

In Accordance with Florida Privacy Laws, We do not Email Grades to Students or Parents.



Gradebook Reports

Blank Gradebook

- **Blank Gradebook:** This Report Automatically Sends a Blank Gradebook to Your Web Browser's PDF Viewer for Printing or Downloading.

Student	Student ID	Grade										
Student Information Blocked for Privacy.	07											
	07											
	07											
	07											
	07											
	07											
	07											
	07											
	07											
	07											
	07											
	07											
	07											
	07											
	07											
	07											
	07											
	07											
	07											
	07											

Use this Report to Print Class Rosters to Use on Field Trips, etc.



Gradebook Reports

Gradebook Audit Trail

- Gradebook Audit Trail: This Report Shows Grade Changes in the Gradebook, Including User Names and Date/Time Stamps.

Report Timeframe: February 1 2013 - February 26 2013 Update

Include NG Grade changes

Search Screen **Simple List** Customized List

16 Students Filter Search

Student	Student ID	Grade	User Changed	Changed	Assignment Title	Old Grade	↑	New Grade
Blocked for Privacy.				Feb 7, 2013 02:11 PM	Blocked for Privacy.	70 70% C	↑	80 80% B
				Feb 7, 2013 02:15 PM		40 40% F	↑	80 80% B
				Feb 7, 2013 02:17 PM		60 60% D	↑	80 80% B
				Feb 7, 2013 02:20 PM		30 30% F	↑	60 60% D
				Feb 11, 2013 01:26 PM		10 10% F	↑	20 20% F
				Feb 11, 2013 01:38 PM		60 60% D	↑	75 75% C
				Feb 11, 2013 01:56 PM		20 20% F	↑	35 35% F
				Feb 13, 2013 01:37 PM		50 50% F	↑	75 75% C
				Feb 13, 2013 01:38 PM		70 70% C	↑	75 75% C
				Feb 13, 2013 01:44 PM		10 10% F	↑	30 30% F
				Feb 13, 2013 01:44 PM		90 90% A	↓	NG
				Feb 13, 2013 01:44 PM		30 30% F	↓	10 10% F
				Feb 13, 2013 01:45 PM		15 15% F	↑	30 30% F

You May Adjust the Report Timeframe and Include NG Grade Changes in this Report.



THANK YOU!

FOCUS GRADEBOOK, 6TH – 12TH

CONFIGURATION, WEIGHTING, ADD ASSIGNMENTS, AUTO-FILL POINTS,
EXTRA CREDIT, STUDENT EXEMPTIONS AND GRADE BOOK REPORTS

