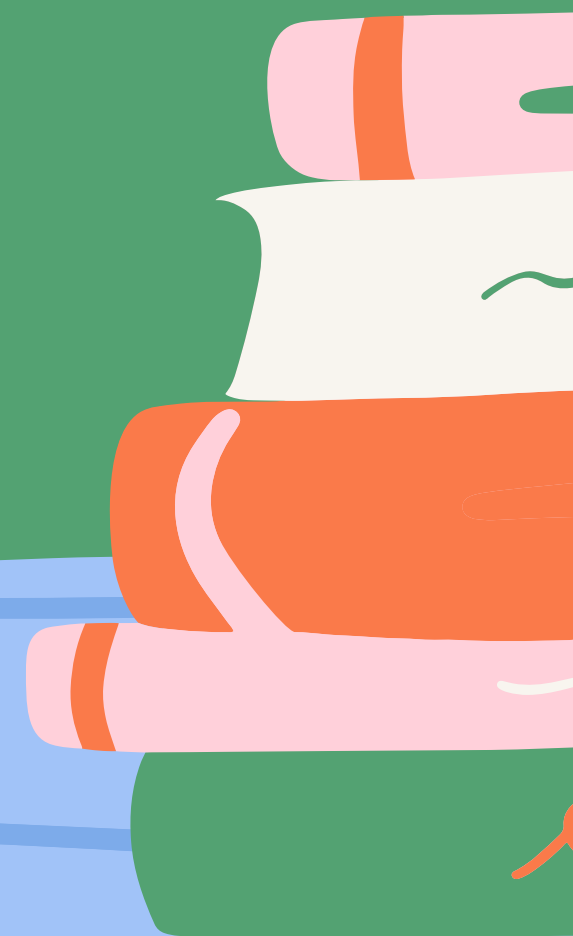
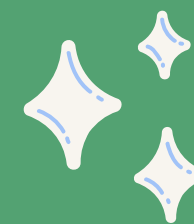
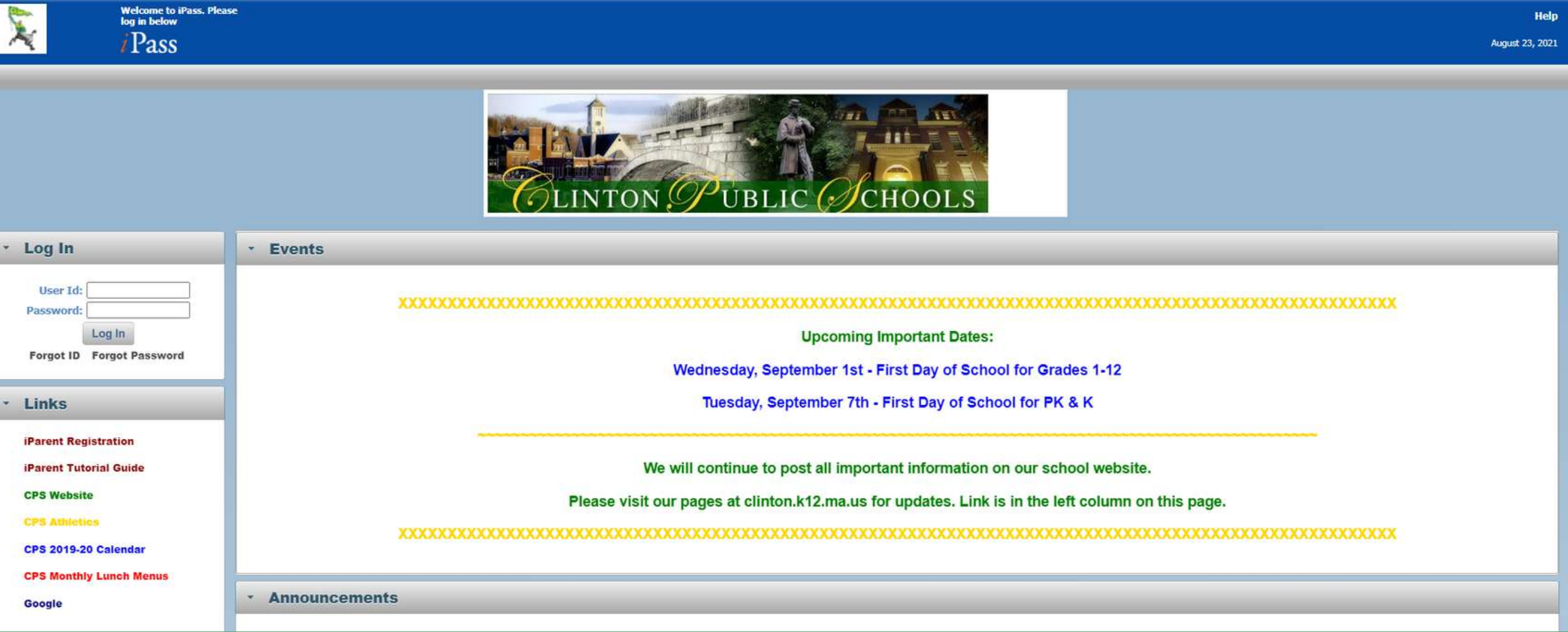


CLINTON PUBLIC SCHOOLS

# New Staff iTeacher Intro

2021-2022





# User ID: lastnamefirstinitial

# Password: clinton123

Upon your first login, the system will force you to change your password to something of your own choosing.

Clicking on the  
+ next to the  
folders open the  
options for the  
different  
modules

The screenshot shows the iPass Teacher Test interface for Clinton High School 2021-2022. The top navigation bar includes links for Home, My Courses, My Data, and Run Reports. The sidebar on the left contains a folder structure with iPass, My Data, iTeacher, View Only Access, and Logout. The main content area is titled 'Home' and features a 'Day' and 'Month' view selector. A message for Parents/Guardians states: 'PLEASE NOTE: There may be a delay of up to 2 weeks before test results are visible within iParent. Also, when teachers are entering progress reports and grades, those items will be unavailable in iParent.' Below this is a calendar for August 2021, showing the current date as August 23, 2021. The calendar table is as follows:

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1  | 2  | 3  | 4  |

Below the calendar is a 'Go to' section with a dropdown for 'August' and a year selector for '2021'. A 'Date Style Key' section shows 'School is closed' and 'Events Exist'. To the right of the calendar is a 'School Events' section with the message 'No events exist for today'.

All schools use  
the 'Enter Daily  
Attendance'  
feature.

**iPass Teacher Test**  
Clinton High School 2021-2022

Home | My Courses | My Data | Run Reports

**iPass**

- My Data
- iTeacher
  - Seating Chart
  - Enter Behavioral Referral
  - Lookup Behavior Referral
  - Add/Modify Competency/Standard
  - Add/Modify Course Grades
  - Add/Modify Narrative
  - Add/Modify Rankbook
  - Enter Daily Attendance
  - Enter Period Attendance
  - Grade Distribution Report
  - Homeroom List
  - Print a Course List
  - Rankbook Maintenance
  - Rankbook Reports
  - Standard Test Entry
  - View Daily Attendance
- View Only Access
- Logout

**Home**

Day | Month

Parents/Guardians PLEASE NOTE: There may be a delay of up to 2 weeks before test results are visible within iParent. Also, when teachers are entering progress reports and grades, those items will be unavailable in iParent.

Today is August 23, 2021

August 2021

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1  | 2  | 3  | 4  |

Go to: August 2021

Date Style Key:  
**School is closed**  
Events Exist

**School Events**

No events exist for today

You will see  
your homeroom  
at the top.  
Mark each  
student Present  
or Absent and  
don't forget to  
Submit.

**iPass Teacher Test**  
Clinton High School 2021-2022

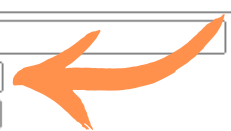
Home | My Courses | My Data | Run Reports

**My Data**

- Seating Chart
- Enter Behavioral Referral
- Lookup Behavior Referral
- Add/Modify Competency/St
- Add/Modify Course Grades
- Add/Modify Narrative
- Add/Modify Rankbook
- Enter Daily Attendance**
- Enter Period Attendance
- Grade Distribution Report
- Homeroom List
- Print a Course List
- Rankbook Maintenance
- Rankbook Reports
- Standard Test Entry
- View Daily Attendance

**Enter Daily Attendance**


**STUDENT SEARCH FILTERS**


Student ID:   
Last Name:   
Sasid:  Lasid:   
Room: Test    
Grade Level:   
Group:   
Shop Week:   
Date: Sep 1 2021  
ABCDEFGHIJKLMNOPQRSTUVWXYZ

**My Attendance Preferences**

**ATTENDANCE FOR CLINTON HIGH SCHOOL**

Is this attendance complete?: Yes   
**You must submit your attendance!**

| Student | Name          | Room | Grade | Shop Week | Attendance Code  | In                       | Out                      | Return                   | Left                     |
|---------|---------------|------|-------|-----------|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 6851    | Test, Student | Test | 09    | Online    |  Present <input type="text"/> | <input type="text"/> Now | <input type="text"/> Now | <input type="text"/> Now | <input type="text"/> Now |

<< Prev Next >>  
 



Grades 6-12,  
you will need to  
set up your  
Rankbook for  
assignments  
and grading in  
'Add/Modify  
Rankbook.'

**iPass Teacher Test**  
Clinton High School 2021-2022

Home | My Courses | My Data | Run Reports

**My Data**

- Seating Chart
- Enter Behavioral Referral
- Lookup Behavior Referral
- Add/Modify Competency/SL
- Add/Modify Course Grades
- Add/Modify Narrative
- Add/Modify Rankbook
- Enter Daily Attendance
- Enter Period Attendance
- Grade Distribution Report
- Homeroom List
- Print a Course List
- Rankbook Maintenance
- Rankbook Reports
- Standard Test Entry
- View Daily Attendance

**View Only Access**

- Logout

**Home**

Day | Month

Parents/Guardians PLEASE NOTE: There may be a delay of up to 2 weeks before test results are visible within iParent. Also, when teachers are entering progress reports and grades, those items will be unavailable in iParent.

Today is August 23, 2021

August 2021

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1  | 2  | 3  | 4  |

Go to: August 2021

Date Style Key:  
School is closed  
Events Exist

**School Events**

No events exist for today

**iPass Teacher Test**  
Clinton High School 2021-2022

MassEdu Gateway | Reports | Help |

Home | My Courses | My Data | Run Reports

**Add/Modify Rankbook**

Rankbook View | Assignments | Custom Data | Reports | **Settings**

View: None  
Course: XYZ-1 TEST CLASS (---1234) Term: Q1 School Year: 2021-2022 Shop Week:   
Teacher: Room: Schedule: None  
Email Class Add Assignment Student Data Options Date Range for View: to

<< 1 >> Save to Excel

| ID   | Name          |  |  | Current YTD Avg |
|------|---------------|--|--|-----------------|
| 6851 | Test, Student |  |  | 0.00            |

Male: 1  
Female: 0  
Non-Binary: 0  
Total: 1

Extra Credit = Withdraw from Course = Ignored Score = Dropped Score = Sped = 501 =  
Notes Available = Add Notes = Progress Report = Alert Exists = Add Behavior Referral =

Click on **Settings** to set up your Rankbook/Gradebook.

Click on **Assignment Types** at the top.

Enter the different assignments your class will have for the year, check off if you want them to be viewable in the student & parent portal and Submit.

The screenshot shows the iPass Teacher Test interface for Clinton High School, 2021-2022. The left sidebar contains a navigation menu with options like 'My Data', 'Teacher', 'Seating Chart', 'Enter Behavioral Referral', 'Lookup Behavior Referral', 'Add/Modify Competency/St', 'Add/Modify Course Grades', 'Add/Modify Narrative', 'Add/Modify Rankbook', 'Enter Daily Attendance', 'Enter Period Attendance', 'Grade Distribution Report', 'Homeroom List', 'Print a Course List', 'Rankbook Maintenance', 'Rankbook Reports', 'Standard Test Entry', 'View Daily Attendance', 'View Only Access', and 'Logout'. The main content area is titled 'Add/Modify Rankbook' and features a tabbed interface with 'Assignment Types', 'Assignment Weights', 'Grades Table', 'Rankbook Parameters', and 'Roll Assignments Forward'. The 'Assignment Types' tab is active, displaying a table with columns 'Delete?', 'Description', and 'Publish type in iParent?'. The table lists various assignment types: Final, Homework, MidTerm, Participation, Project, Quiz, and Test. The 'Delete?' column has checkboxes, and the 'Publish type in iParent?' column has checkboxes. A 'Submit' button is located at the bottom right of the table. Orange arrows highlight the 'Assignment Types' tab, the 'Publish type in iParent?' column, and the 'Submit' button.

| Delete?                  | Description   | Publish type in iParent?            |
|--------------------------|---------------|-------------------------------------|
| <input type="checkbox"/> | Final         | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Homework      | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | MidTerm       | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Participation | <input type="checkbox"/>            |
| <input type="checkbox"/> | Project       | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Quiz          | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Test          | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> |               | <input type="checkbox"/>            |
| <input type="checkbox"/> |               | <input type="checkbox"/>            |
| <input type="checkbox"/> |               | <input type="checkbox"/>            |

Submit



Click on **Rankbook Parameters** at the top.

Here you can change  
your color scheme,  
choose what student  
data you want to see  
on your grades table  
and choose what data  
you want seen by  
students/parents.

The screenshot shows the iPass Teacher Test interface for Clinton High School, 2021-2022. The left sidebar contains a navigation menu with options like My Data, iTeacher, Seating Chart, Enter Behavioral Referral, Lookup Behavior Referral, Add/Modify Competency/St, Add/Modify Course Grades, Add/Modify Narrative, Add/Modify Rankbook, Enter Daily Attendance, Enter Period Attendance, Grade Distribution Report, Homemom List, Print a Course List, Rankbook Maintenance, Rankbook Reports, Standard Test Entry, View Daily Attendance, View Only Access, and Logout. The main content area is titled 'Add/Modify Rankbook' and has three tabs: Assignment Types, Assignment Weights, and Grades Table. The 'Rankbook Parameters' tab is selected, and an orange arrow points to it. Below the tabs, there is a section for VTFWS with a link to 'Edit/modify a view: Click Here' and a form to 'Specify a default range for the Date Range View' with Start Date and End Date fields and a Submit button. The next section is 'ASSIGNMENTS' with a dropdown for 'Number of assignments to display' and several checkboxes for 'Show assigned date', 'Show due date', 'Show overall Average', 'Show class average', and 'Show the assignment type in the column heading'. There are also fields for 'Default Assigned Date', 'Default Due Date', and 'Average to Display' (set to 'Current YTD'). A 'Submit' button is at the bottom of this section. The final section is 'APPEARANCE' with a dropdown for 'Display My Assignments' (set to 'Horizontal') and color pickers for 'Heading Background Color' (#c4cfe8), 'Background Colors for Rows (odd,even)' (#f8f8ff and #ededed), and 'Mouse Over Color' (#FAF5DD).

The easiest way to set your grades table is to use the one already set up by the school. Click on the 'Click Here to define your default grades.'

iPass Teacher Test  
Clinton High School 2021 2022

Home | My Courses | My Data | Run Reports

iPass

- My Data
- ITeacher
  - Seating Chart
  - Enter Behavioral Referral
  - Lookup Behavior Referral
  - Add/Modify Competency/St
  - Add/Modify Course Grades
  - Add/Modify Narrative
  - Add/Modify Rankbook
  - Enter Daily Attendance
  - Enter Period Attendance
  - Grade Distribution Report
  - Homeroom List
  - Print a Course List
  - Rankbook Maintenance
  - Rankbook Reports
  - Standard Test Entry
  - View Daily Attendance
- View Only Access
- Logout

Add/Modify Rankbook

Assignment Types | Assignment Weights | Grades Table

Rankbook Parameters | Roll Assignments Forward

VTFWS

Edit/modify a view: [Click Here](#)

Specify a default range for the Date Range View:

Start Date:  End Date:

Submit

ASSIGNMENTS

Number of assignments to display:

☐ Show assigned date. ☐ Show due date.  For display, unweighted value for a failing grade.

☐ Show overall Average. ☐ Show class average. ☐ Show average as letter grade.

☐ Show the assignment type in the column heading.

Default Assigned Date:

Default Due Date:

Average to Display:

Grades: [Click Here to define your default grades](#)

☐ Show Custom Averaging Options

Submit

APPEARANCE

Display My Assignments:

Heading Background Color:

Background Colors for Rows (odd,even):

Mouse Over Color:

You will get a pop up screen to Create Default Grades. Check off the box at the top that says 'Use my school's grade table for my grades.' Submit.

The screenshot displays the iPass web application interface. On the left is a sidebar menu with categories like 'Attendance System', 'Biographical System', 'Discipline System', 'Grading System', 'Scheduling System', 'My Data', 'Activity/Group System', 'Programs', 'Administration', 'Alerts', 'Bus System', 'College System', 'Competency/Standards', 'District System', 'DOE ID Manager', 'Events', 'iHealth System', 'iParent', 'iStaff Attendance', 'iStaff Biographical', 'Mobile iPass', 'iStaff Prof. Dev.', and 'iTeacher'. The main content area is titled 'Add/Modify Rankbook' and includes sections for 'Assignment Types', 'Rankbook Parameters', 'VIEWS', 'ASSIGNMENTS', and 'APPEARANCE'. Overlaid on this is a 'Default Grades' pop-up window. The pop-up has a title bar 'Default Grades - Google Chrome' and a URL 'clinton.ipassweb.net/school/ipass/tchrcreategrades.html?dt=28512'. It contains a 'CREATE DEFAULT GRADES' section with a 'View/Modify Grades' link. Below this are two checkboxes: 'Use my school's grade table for my grades' (checked, indicated by an orange arrow) and 'Reset Unweighted, Min and Max values' (unchecked). The 'Numeric Grades' section has 'Start Grades At' (0) and 'Last Grade' (100) dropdowns. A note says 'Check below to create Decimal grades with two decimal places, e.g. 55.50. Specify increment.' with a checkbox for 'Generate grades with two decimal places' and an 'Increment grades by' dropdown (None). The 'Alpha Grades' section has a 'Start at' dropdown (None) with a list of letter grades (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, P). At the bottom are 'Submit' and 'Cancel' buttons, with an orange arrow pointing to the 'Submit' button.



Click on **Assignment Weights** at the top.

Choose the type of Assignment and then the weight for each type. Must equal 100%. This must be done for each quarter or term and for the year at the bottom.

**iPass Teacher Test**  
Clinton High School 2021-2022

Home | My Courses | My Data | Run Reports

**Add/Modify Rankbook**

Assignment Types | **Assignment Weights** | Grades Table

Rankbook Parameters | Roll Assignments Forward

**ASSIGNMENT WEIGHTS**

School Year: 2021-2022  
Course: XYZ-1 TEST CLASS  
Search Cancel

**Assignment Weights**

For Total points, set each weight at 100%. The other total weights must add up to 100%.

| Type                 | Weight                 | # of Drop Scores     |
|----------------------|------------------------|----------------------|
| <b>Q1</b>            |                        |                      |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |
| <b>Q2</b>            |                        |                      |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |
| <b>Q3</b>            |                        |                      |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |
| <input type="text"/> | <input type="text"/> % | <input type="text"/> |

To put in your assignments, choose **Add Assignments** from the **Assignments** dropdown.

The screenshot shows the iPass Teacher Test interface for Clinbin High School, 2021-2022. The left sidebar contains a navigation menu with options like 'My Data', 'Teacher', 'Seating Chart', 'Enter Behavioral Referral', 'Lookup Behavior Referral', 'Add/Modify Competency/ST', 'Add/Modify Course Grades', 'Add/Modify Narrative', 'Add/Modify Rankbook', 'Enter Daily Attendance', 'Enter Period Attendance', 'Grade Distribution Report', 'Homeroom List', 'Print a Course List', 'Rankbook Maintenance', 'Rankbook Reports', 'Standard Test Entry', 'View Daily Attendance', 'View Only Access', and 'Logout'. The main content area is titled 'Add/Modify Rankbook' and features a 'Rankbook View' dropdown menu. The 'Assignments' dropdown is open, showing options: 'Add Assignments', 'Search Assignments', 'Grades', 'Types', 'Weights and Data', and 'Copy Assignments'. An orange arrow points to 'Add Assignments'. Below the dropdown, there are fields for 'Course: XY', 'Term: Q1', 'School Year: 2021-2022', and 'Shop Week:'. There are also 'Data Options' and 'Date Range for View' fields. A table displays student data with columns 'ID', 'Name', and 'Current YTD Avg'. The table has one row with ID '6851', Name 'Test, Student', and Current YTD Avg '0.00'. Below the table, there are statistics for 'Male: 1', 'Female: 0', 'Non-Binary: 0', and 'Total: 1'. At the bottom, there are icons for 'Extra Credit', 'Withdraw from Course', 'Ignored Score', 'Dropped Score', 'Sped', '504', 'Notes Available', 'Add Notes', 'Progress Report', 'Alert Cues', and 'Add Behavior Referral'.

| ID   | Name          | Current YTD Avg |
|------|---------------|-----------------|
| 6851 | Test, Student | 0.00            |



The **Create Assignment** screen will come up and you need to fill in Type, Points, Dates, Title, Description and check off if you want the assignment to be viewable by parents/students.

The screenshot displays the iPass Teacher Test interface for Clinton High School, 2021-2022. The left sidebar contains a navigation menu with folders 'My Data' and 'iTeacher'. The 'iTeacher' folder is expanded, showing various links including 'Seating Chart', 'Enter Behavioral Referral', 'Lookup Behavior Referral', 'Add/Modify Competency/St', 'Add/Modify Course Grades', 'Add/Modify Narrative', 'Add/Modify Rankbook', 'Enter Daily Attendance', 'Enter Period Attendance', 'Grade Distribution Report', 'Homeroom List', 'Print a Course List', 'Rankbook Maintenance', 'Rankbook Reports', 'Standard Test Entry', and 'View Daily Attendance'. The 'Add/Modify Rankbook' link is highlighted. The main content area shows the 'Add/Modify Rankbook' form, which includes a 'CREATE ASSIGNMENT' section. This section contains a 'Courses' dropdown menu with 'XYZ-1 TEST CLASS' selected, a 'Term' dropdown menu with 'FY' selected, an 'Assigned Date' field with '08/23/2021', a 'Due Date' field with '08/23/2021', a 'Possible Points' field, a checkbox for 'Show this assignment in iParent', and a 'Description' text area. A 'Submit' button is located at the bottom of the form. Orange arrows point to the 'Courses', 'Assigned Date', 'Due Date', 'Possible Points', and 'Description' fields.

**Your mentors will be available to help walk you through iTeacher and answer any questions.**

**If you have any issues with your iPass/iTeacher account, please email Kristi at [laperlek@clinton.k12.ma.us](mailto:laperlek@clinton.k12.ma.us)**