Secondary Gradebook – Teacher Guide

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How to Use This Guide

Accessing this Document

Click the main Teacher Guide link in SkyDoc.

Click the link for a specific area of the document.

Use the Help feature in the Skyward software to go directly to the section of the document related to the area you are in.

Navigation

From the main table of contents, click on the **Section Heading** to move to that area of the document.

Within each of the sections, click on the Item Links to drill down to the specific information you are looking for.

Conventions

The features and functionality described in this guide may vary depending upon your district/entity configuration.

****** Next to a field name indicates that a value must be entered in that field in order to save the current screen.

Overview

What Is Gradebook?

Gradebook is an online tool that allows you to track and record educational information about students in your classes. You have the capability to maintain student grades and have the option to share them with parents and students through Family and Student Access. You may have different functionality in Gradebook than is shown in this guide depending on setup and security managed by your district.

What Gradebook Does

- Eliminates paperwork leaving more time for you to teach.
- Allows you to easily enter, maintain, review and communicate student grades and progress information.
- Allows you to create and score assignments for students using the Gradebook.
- Makes student information available to you automatically.
- Provides capability for you to view student information, such as attendance, family, emergency and general information, through the Gradebook.
- Enhances communication between you, administrators, parents and students.

How Gradebook Works

- Gradebook Setup is maintained at the district/entity level so the system is available and ready for you to use in the classroom.
- You are able to log in with a district-assigned username and password.
- Open My Gradebook, and select the class you wish to work with.
- You can take attendance, create and score assignments, post grades and run reports.

Login Screen

Forgot Login/Password Link

To get to the Skyward Login Screen, your district should be able to supply you with the URL (address) to access it through a web browser.

District Link: The text that displays below the Skyward logo may be a link to another website such as your district's home page.

Login ID: You should enter the Login ID given to you by your district here. Your ID may be any combination of alphanumeric and special characters, and may include spaces. The Login ID is *not* case sensitive.

Password: If you were provided with a password with your Login ID, you should enter it here exactly as it was given to you. The password may use alphanumeric and special character values, and is also case sensitive. It is best to keep your password private. Upon logging in you may be prompted to change your password right away. Individual Districts will define any special requirements for minimum character settings within a password.

Forgot your Login/Password?: This can be used to reset your password or retrieve your login name if you forgot it. To use this option, you must know either your Login ID or the email address attached to your user account within Skyward. More detail will be explained about this option later in the guide.

Skyward Version Number: The series of numbers below the Forgot Password Link is used by Skyward Support to identify the version of the software your district is running.

Login Area: This area is used to select which part of the System you wish to log into. The options include: All Areas, Employee Access, Family/Student Access, or Secured Access. When selecting an area, you will only be able to see options that pertain to that area when logging in, with the exception of the All Areas option. Depending on the District Setup, you may be able to switch between the areas that you have access to. Your Gradebooks will be accessible from the All Areas or Secured Access areas.

Skyward, Inc.: The Skyward link at the bottom of the screen will take you to the Skyward.com home page.

Operating System/Browser Version: This area identifies the Operating System (i.e. Windows 7, Windows XP, OS X) and the Internet Browser (i.e. Internet Explorer, Safari, Chrome) with version number that you are using to access your district's Skyward Database. This can be helpful to Skyward Support that may be troubleshooting an issue with your software.

Sign In: Click this button after entering your Login and Password to access the system.

Using the Forgot Login/Password Link

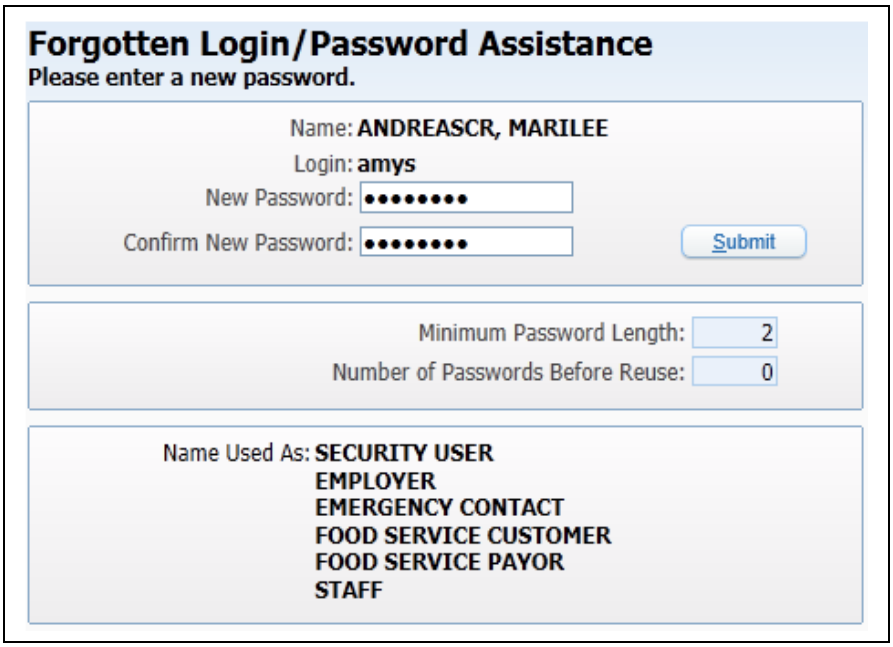
Upon clicking the "Forgot Your Login/Password?" Link from the Login Screen, a screen similar to this will pop up.

CAPTCHA: This option is used to provide an extra level of security when requesting a Password Reset. You need to type the letters and/or numbers as they appear in the box.

Email or User Name: Type either your email address that is attached to your account in Skyward or your Login ID.

Submit: Clicking this button will trigger an email to be sent to the Email Address attached to the user's account based on the email address or Login ID entered. There will be a link within that email that should be clicked to open a Reset Password Screen seen below.

Back: This button will cancel the Forgot Your Login/Password? request and take you back to the Login Screen.



This screen will display once the link in the received email is clicked. If the Login ID was forgotten, you can see it next to the Login field.

New Password: Enter the new password to be used with your account. The password must be different than the current one, and also must follow the requirements specified in the Number of Special Characters Required (those are things like spaces and punctuation), Minimum Password Length, and Number of Passwords Before Reuse fields.

Confirm New Password: Re-enter your new password in this field. If this does not match the New Password field, you will be prompted of the fact.

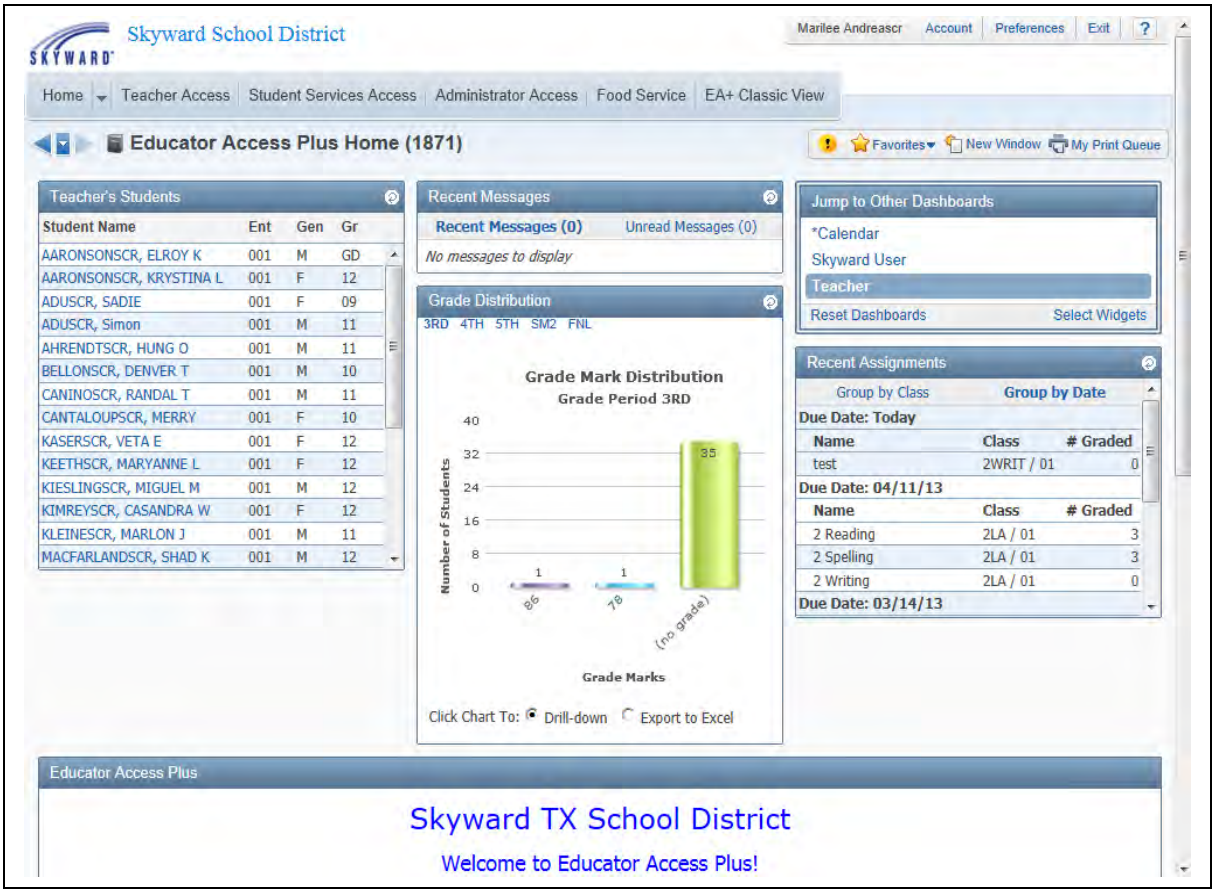
Name Used As: This area indicates the parts of the system that the name connected to the Login ID are also used in. You may see Security User here, you may also see Staff, and perhaps Guardian among others.

Submit: Click this button to save your password change. You will then be taken back to the Login Screen where you can use your Login ID and Password you just confirmed.

Skyport Dashboard

Configuring Your Dashboard

Additional Options Available on the Dashboard



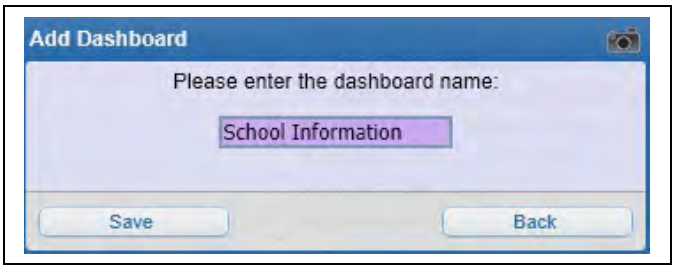
After you login to Skyward, this is always the first screen you will see. The SkyPort Dashboard allows you to navigate to the information you want to access for your students.

Configuring Your Dashboard

Select Widgets: Allows you to determine the information that displays on your Dashboard.

The Widgets you see listed will depend upon the district setup. You will select the widgets you would like to utilize and click on **Save.**

Add Dashboard: Allows you to create additional dashboard views.



You will need to enter the new dashboard name and click **Save.** After saving the dashboard name, you will then be able to select the widgets for your new dashboard.

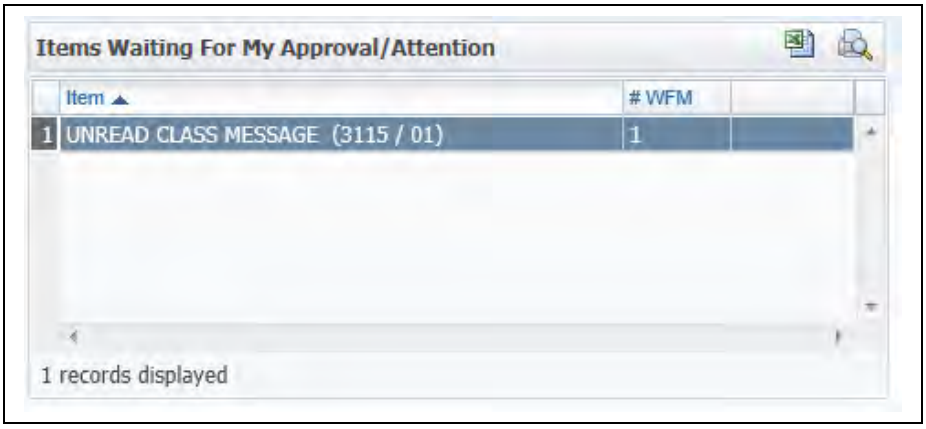
Rename Selected Dashboard: Allows you to change the name of the dashboard.

Delete Selected Dashboard: Allows you to remove a dashboard.
Reset Selected Dashboard: Allows you to reset the dashboard to the original defaulted widgets selected by the district.
Uncheck All Items: Deselects all of the widgets currently selected.

Additional Options Available on the Dashboard

Yellow Circle with ! (Alerts)

The Alert displays when a parent creates or responds to a Message Center message.



After clicking on the Yellow Circle Alert icon, you can click on the **Unread Class Message (3115/01).**

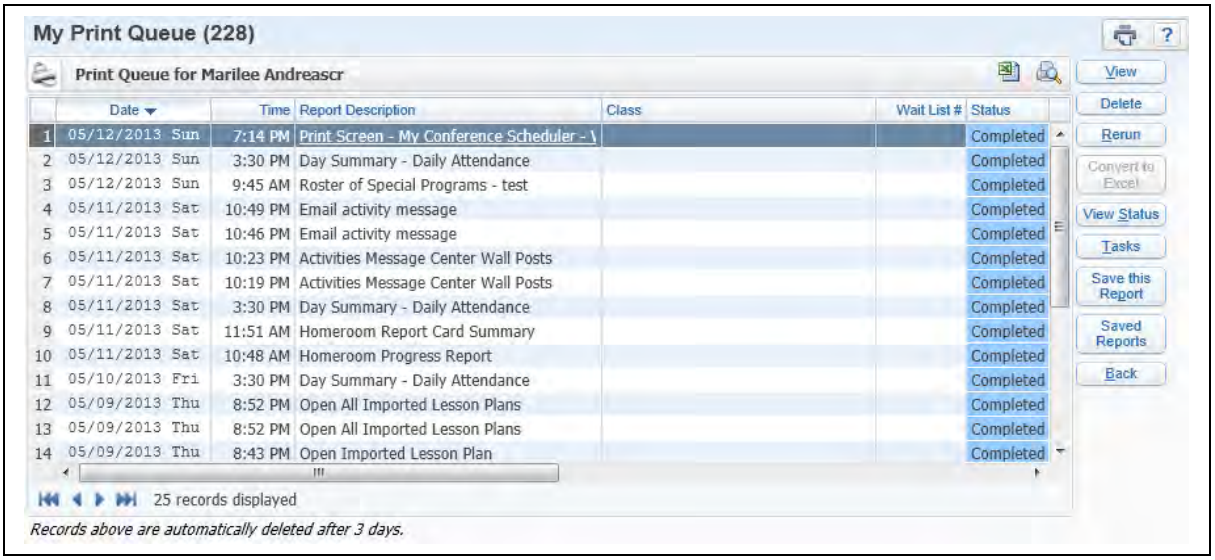
It will then take you the **Class Message** screen where you can read the message.

New Window

Allows you operate multiple windows. When you click on the **New Window**, another window will open and allow you to navigate to a different area of the software.

My Print Queue

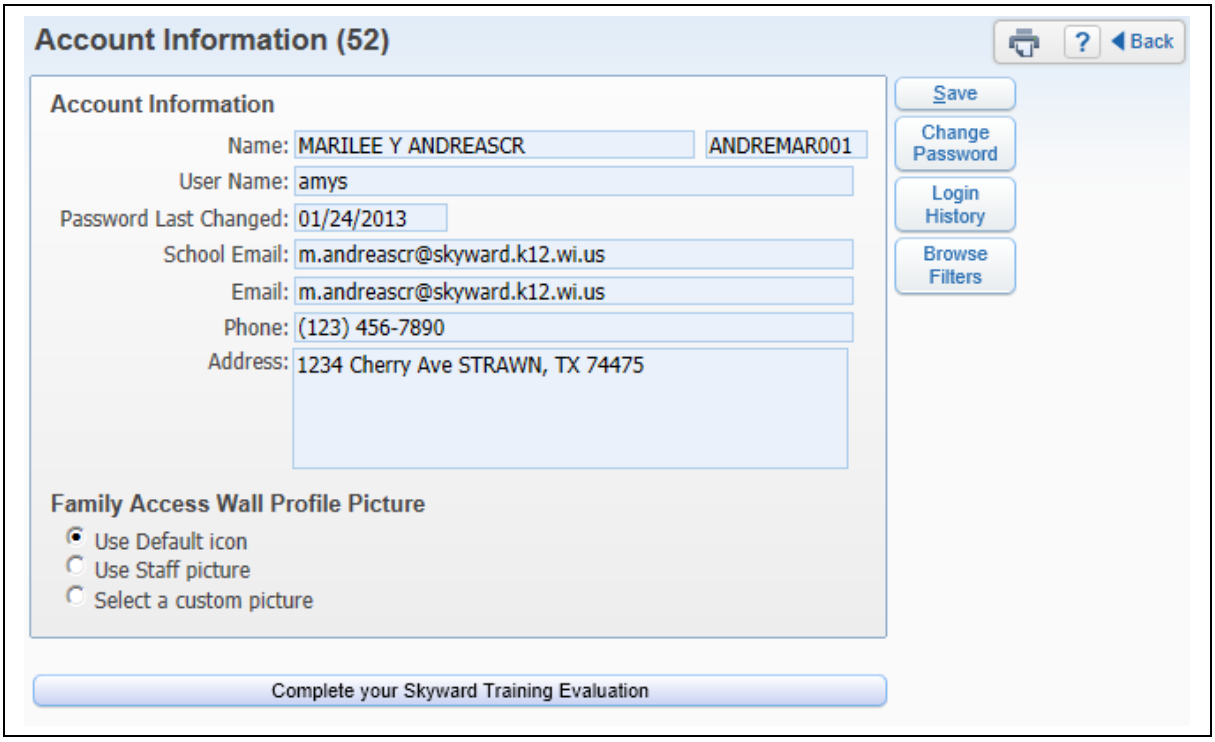
Any process (report or utility) that you generate will run through your Print Queue. You can access the Print Queue from any screen as the button will always display in the upper right corner. Depending on the screen, the button may say 'My Print Queue,' but it could also just be the small printer icon as well. From this screen you can reopen the reports you previously ran, or review the status of a process run earlier. There is a district setting that controls how many days a report will remain available in your Print Queue, the number of days displays in the bottom left corner.



	Date	Time	Report Description	Class	Wait List #	Status
1	05/12/2013 Sun	7:14 PM	Print Screen - My Conference Scheduler - \			Completed
2	05/12/2013 Sun	3:30 PM	Day Summary - Daily Attendance			Completed
3	05/12/2013 Sun	9:45 AM	Roster of Special Programs - test			Completed
4	05/11/2013 Sat	10:49 PM	Email activity message			Completed
5	05/11/2013 Sat	10:46 PM	Email activity message			Completed
6	05/11/2013 Sat	10:23 PM	Activities Message Center Wall Posts			Completed
7	05/11/2013 Sat	10:19 PM	Activities Message Center Wall Posts			Completed
8	05/11/2013 Sat	3:30 PM	Day Summary - Daily Attendance			Completed
9	05/11/2013 Sat	11:51 AM	Homeroom Report Card Summary			Completed
10	05/11/2013 Sat	10:48 AM	Homeroom Progress Report			Completed
11	05/10/2013 Fri	3:30 PM	Day Summary - Daily Attendance			Completed
12	05/09/2013 Thu	8:52 PM	Open All Imported Lesson Plans			Completed
13	05/09/2013 Thu	8:52 PM	Open All Imported Lesson Plans			Completed
14	05/09/2013 Thu	8:43 PM	Open Imported Lesson Plan			Completed

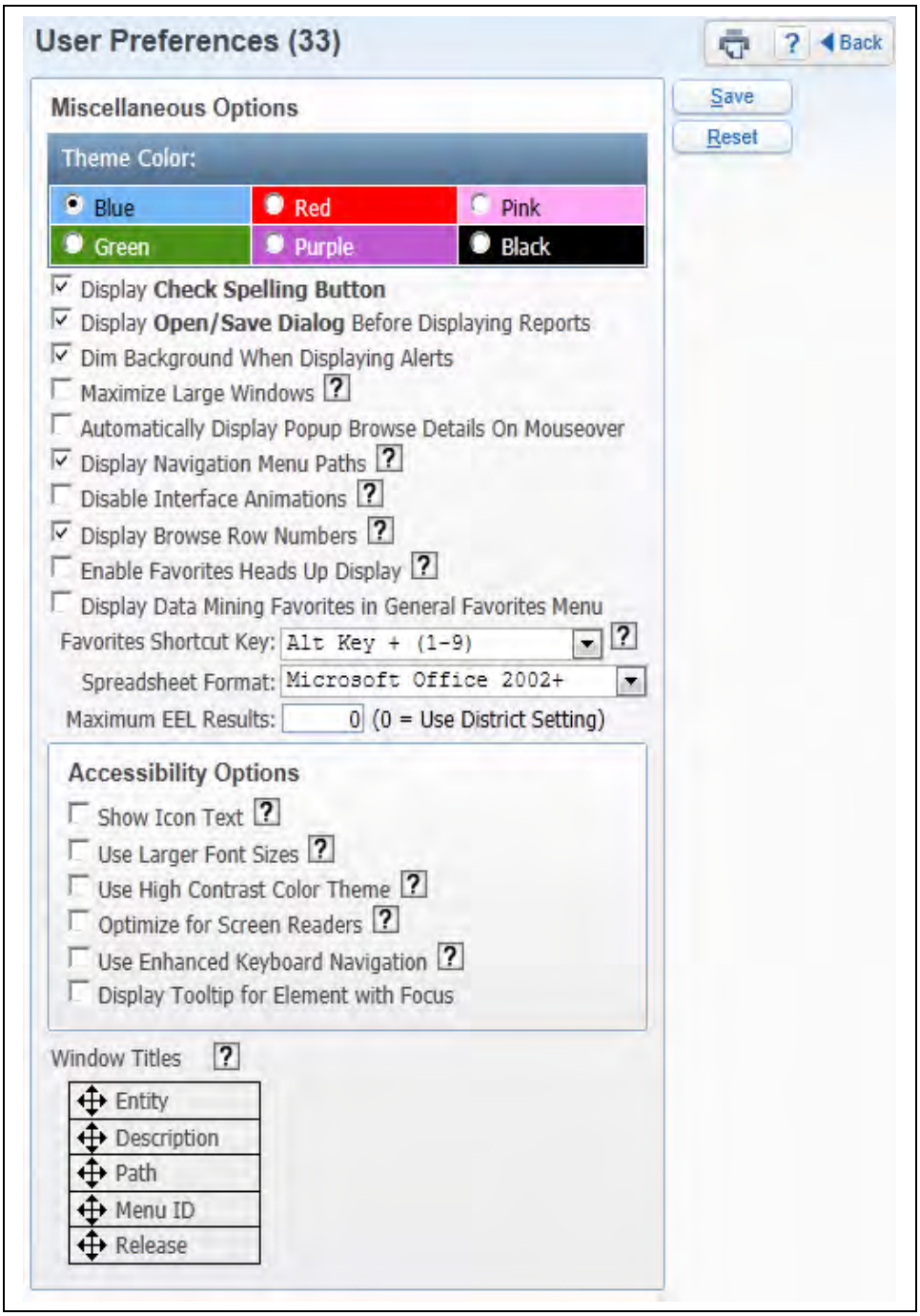
Account

This option in the upper right corner can be selected to view the details of the account you are logged in as. You can view the login history of the account, change the account password from here (along with maintaining a separate Family Access Password if you are guardian as well), and maintain Browse Filters that take a long time to load.



Preferences

This button can be selected in the upper right hand corner and will allow you to setup options associated with your account. Changes here will not affect other users. Some of the things that can be done are changing your theme color from something other than Skyward Blue, turn on the ability to use the Check Spelling button and setup Accessibility Options to make the software easier to navigate.

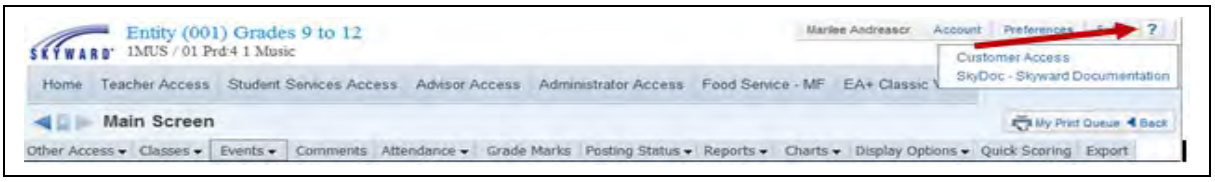


Exit

You need to use this button when logging out of Skyward. It is best to use the navigation buttons (including the Sign Out) within the software to close windows instead of using the browser's close button (i.e. the red X). This ensures that nothing on the current screen was setup/entered incorrectly or is missing if it was required.

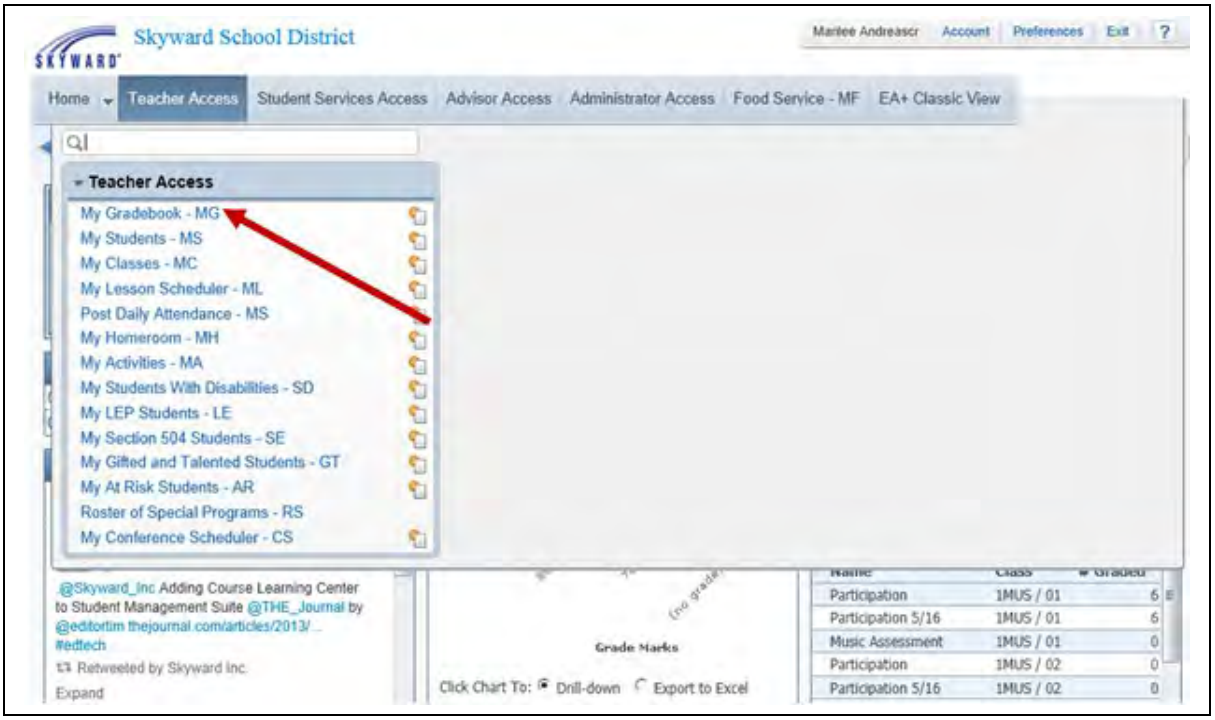
Help (?)

You can use the Help icon (the "?" symbol) in the upper right corner to access Customer Access and SkyDoc. Customer Access, depending on how you district is setup could allow you to create a help ticket if something is not working as expected in the software. SkyDoc can be accessed to find Skyward's online documentation.

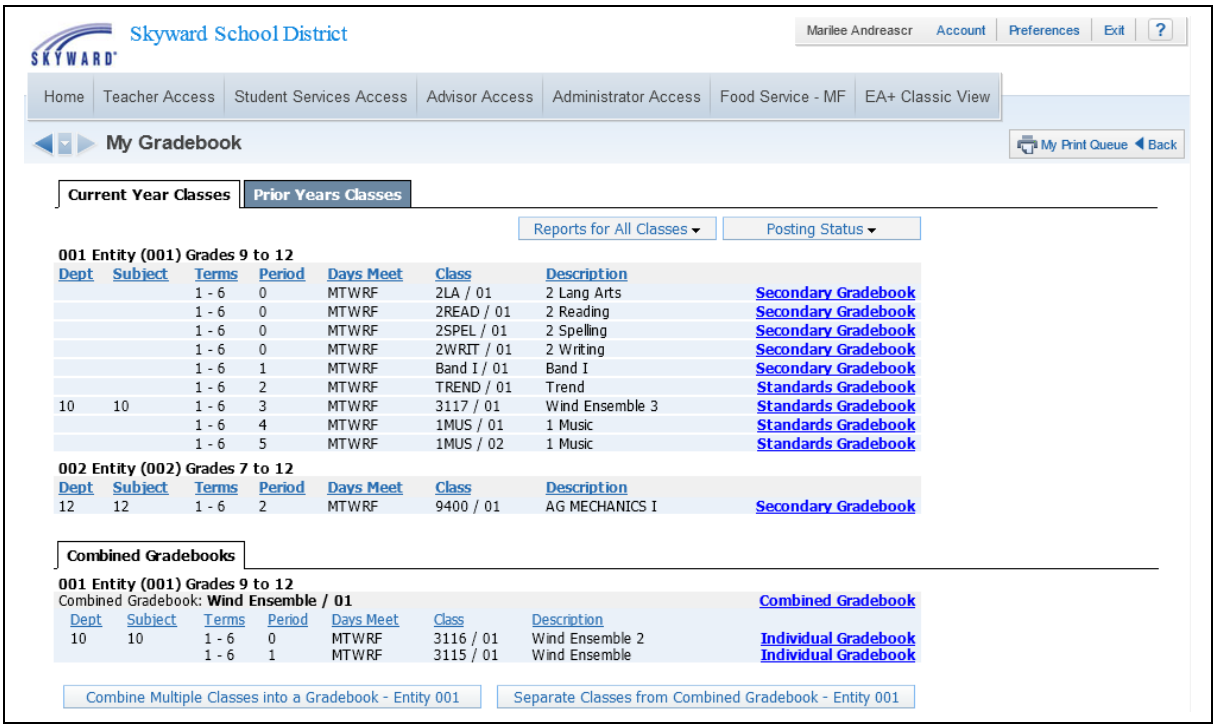


Gradebook Selection Screen

Current/Prior Year tab
Reports for All Classes
Posting Status
Show All Classes
Combined Gradebooks (Beta Option)



After logging into Skyward, you should see a screen similar to the one above. This is the Educator Access Dashboard. To see your list of available Gradebooks, click **Teacher Access** and the select **My Gradebook**.



My Gradebook: From this screen, you can access all of your current classes' Gradebooks, along with those from using the Gradebook software in prior years. Classes will be grouped together based on the entity in which they are taught, so if you teach in multiple entities, your classes will be split into groups.

Current Year Classes: From this tab, you can see all Gradebooks for the courses you teach for the current school year.

Reports for All Classes: Under this button, you can access reports that can pull details from multiple classes at a time. The details of the reports will be covered in a later section of this guide.

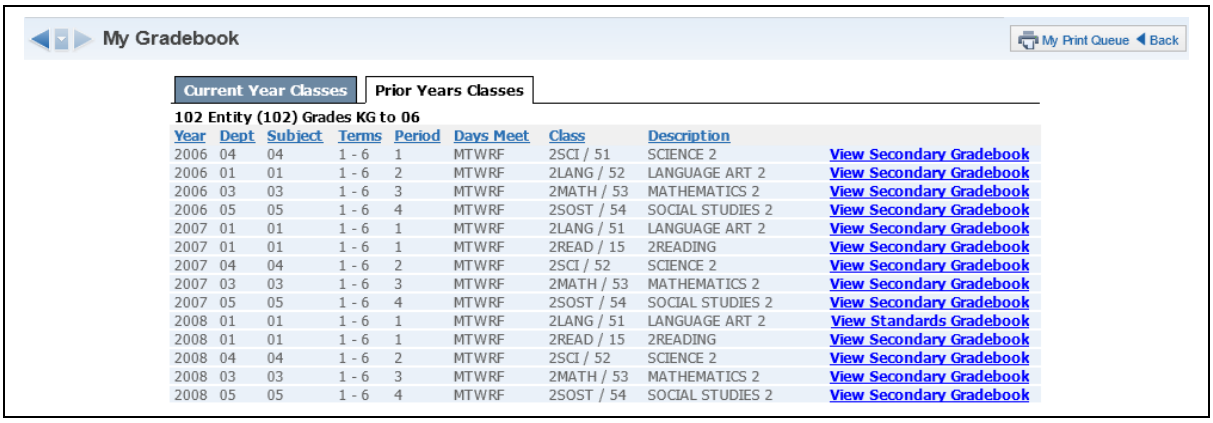
Posting Status: Under this button, you can quickly verify which grades have been (or will be) sent to the office. You can also request grade changes for closed grading periods. The details of these options will be covered later in this guide.

Only Show Current Classes: You can use this link to hide classes that are not currently meeting (for example, hiding first semester courses while you are in the second semester). This can help keep the screen cleaner and make it easier to find the class you are looking for.

Column Headings: All of the column headings above the list of Gradebooks can be used to sort the records based on that field. By default, all Gradebooks are listed in order of the Period they are taught. You could click the Subject heading to group all the courses together based on the subject codes attached.

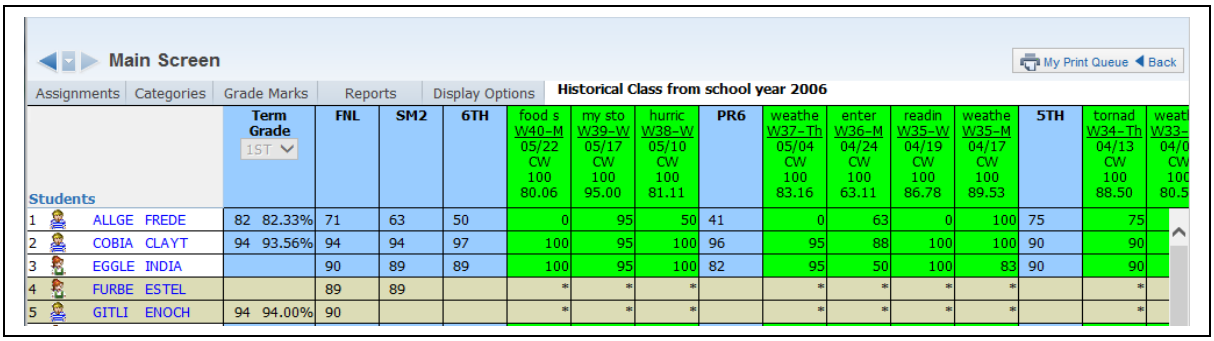
Secondary Gradebook: This field may be titled "Gradebook" depending on how your district chose to set up Educator Access+. These links take you into your Gradebook to maintain the data.

Prior Years Classes



Year	Dept	Subject	Terms	Period	Days Meet	Class	Description	
2006	04	04	1 - 6	1	MTWRF	2SCI / 51	SCIENCE 2	View Secondary Gradebook
2006	01	01	1 - 6	2	MTWRF	2LANG / 52	LANGUAGE ART 2	View Secondary Gradebook
2006	03	03	1 - 6	3	MTWRF	2MATH / 53	MATHEMATICS 2	View Secondary Gradebook
2006	05	05	1 - 6	4	MTWRF	2SOST / 54	SOCIAL STUDIES 2	View Secondary Gradebook
2007	01	01	1 - 6	1	MTWRF	2LANG / 51	LANGUAGE ART 2	View Secondary Gradebook
2007	01	01	1 - 6	1	MTWRF	2READ / 15	2READING	View Secondary Gradebook
2007	04	04	1 - 6	2	MTWRF	2SCI / 52	SCIENCE 2	View Secondary Gradebook
2007	03	03	1 - 6	3	MTWRF	2MATH / 53	MATHEMATICS 2	View Secondary Gradebook
2007	05	05	1 - 6	4	MTWRF	2SOST / 54	SOCIAL STUDIES 2	View Secondary Gradebook
2008	01	01	1 - 6	1	MTWRF	2LANG / 51	LANGUAGE ART 2	View Standards Gradebook
2008	01	01	1 - 6	1	MTWRF	2READ / 15	2READING	View Secondary Gradebook
2008	04	04	1 - 6	2	MTWRF	2SCI / 52	SCIENCE 2	View Secondary Gradebook
2008	03	03	1 - 6	3	MTWRF	2MATH / 53	MATHEMATICS 2	View Secondary Gradebook
2008	05	05	1 - 6	4	MTWRF	2SOST / 54	SOCIAL STUDIES 2	View Secondary Gradebook

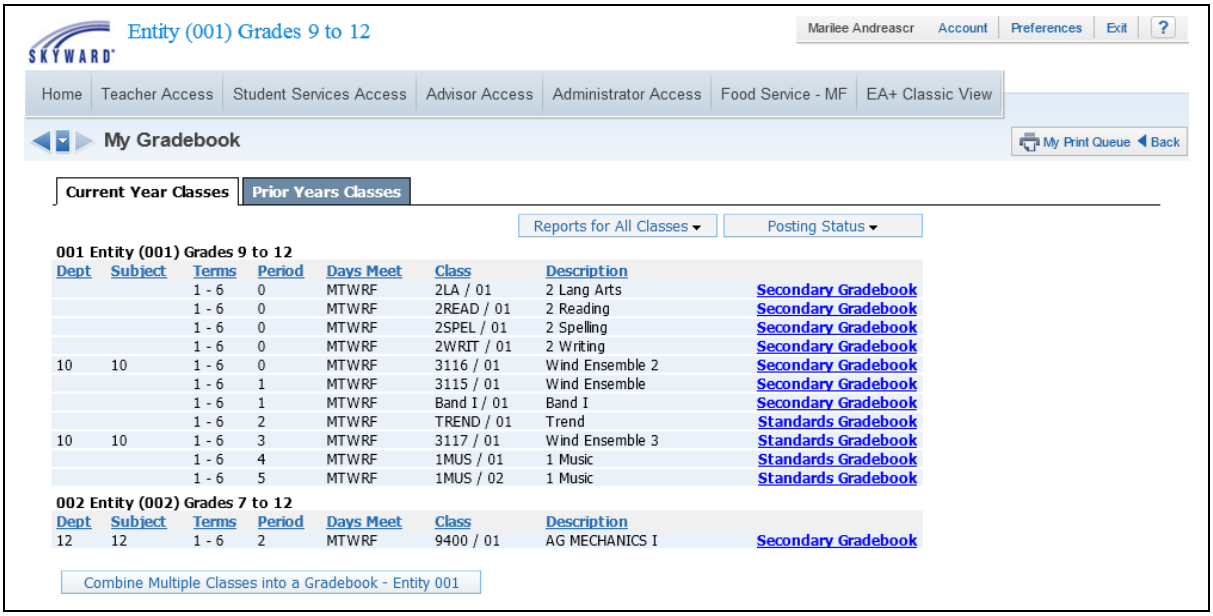
From this tab, you can see any Gradebooks from past school years. Any Gradebooks identified with your user account that were set up and used in previous years will display here. You can click the **View Secondary Gradebook** link to get a standard view of the Gradebook at the end of that school year, but you will have no editing capabilities.



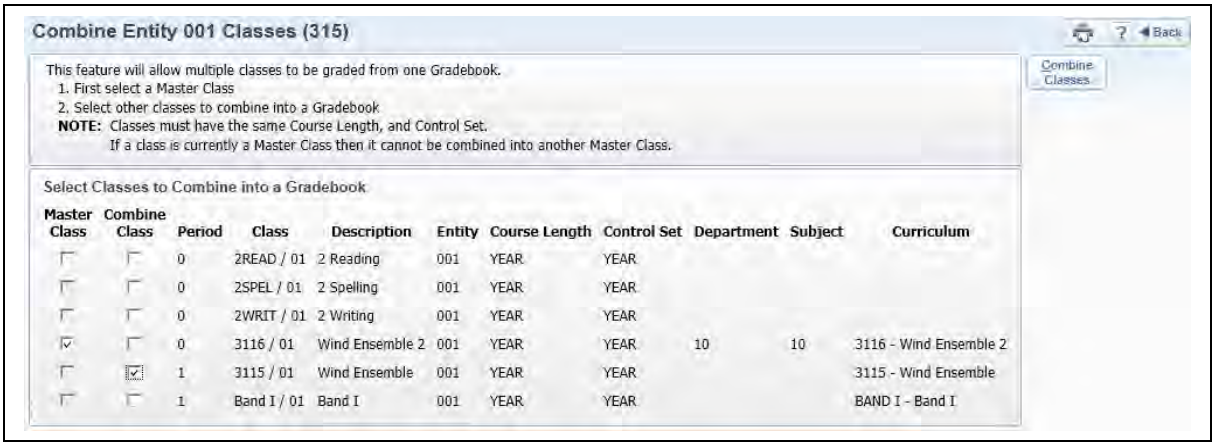
Students	Term Grade (1ST)	FNL	SM2	6TH	food s W40-M 05/22 CW 100 80.06	my sto W39-W 05/17 CW 100 95.00	hurric W38-W 05/10 CW 100 81.11	PR6	weathe W37-Th 05/04 CW 100 83.16	enter W36-M 04/24 CW 100 63.11	readin W35-W 04/19 CW 100 86.78	weathe W35-M 04/17 CW 100 89.53	5TH	tornad W34-Th 04/13 CW 100 88.50	weat W33- 04/0 CW 100 80.5
1 ALLGE FREDE	82 82.33%	71	63	50	0	95	50	41	0	63	0	100	75	75	
2 COBIA CLAYT	94 93.56%	94	94	97	100	95	100	96	95	88	100	100	90	90	
3 EGGLE INDIA		90	89	89	100	95	100	82	95	50	100	83	90	90	
4 FURBE ESTEL		89	89		*	*	*		*	*	*	*		*	
5 GITLI ENOCH	94 94.00%	90			*	*	*		*	*	*	*		*	

Combine Multiple Gradebooks

Using the option to combine multiple Gradebooks gives you the capability to maintain assignments and scoring options for multiples classes all within one screen. To be able to combine the Gradebooks, they must all have the same Control Set. This could be helpful for a teacher who has, for example, both male and female Physical Education sections during the same semester, or a teacher who teaches multiple sections of the same course during the same time frame of the school year.



To set up the Combined Gradebook, you should click the **Combine Multiple Classes into a Gradebook - Entity ###** button at the bottom of the Gradebook Selection Screen.

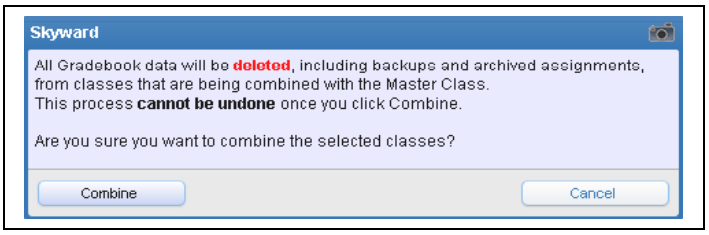


This screen displays and explains what needs to be configured in the same way to be able to combine multiple Gradebooks. There are some options that can be defined by the District as required to match to allow them to be combined. These include Department codes, Subject codes, and Curriculum Codes. In this example, the district has indicated the course Curriculum records must match.

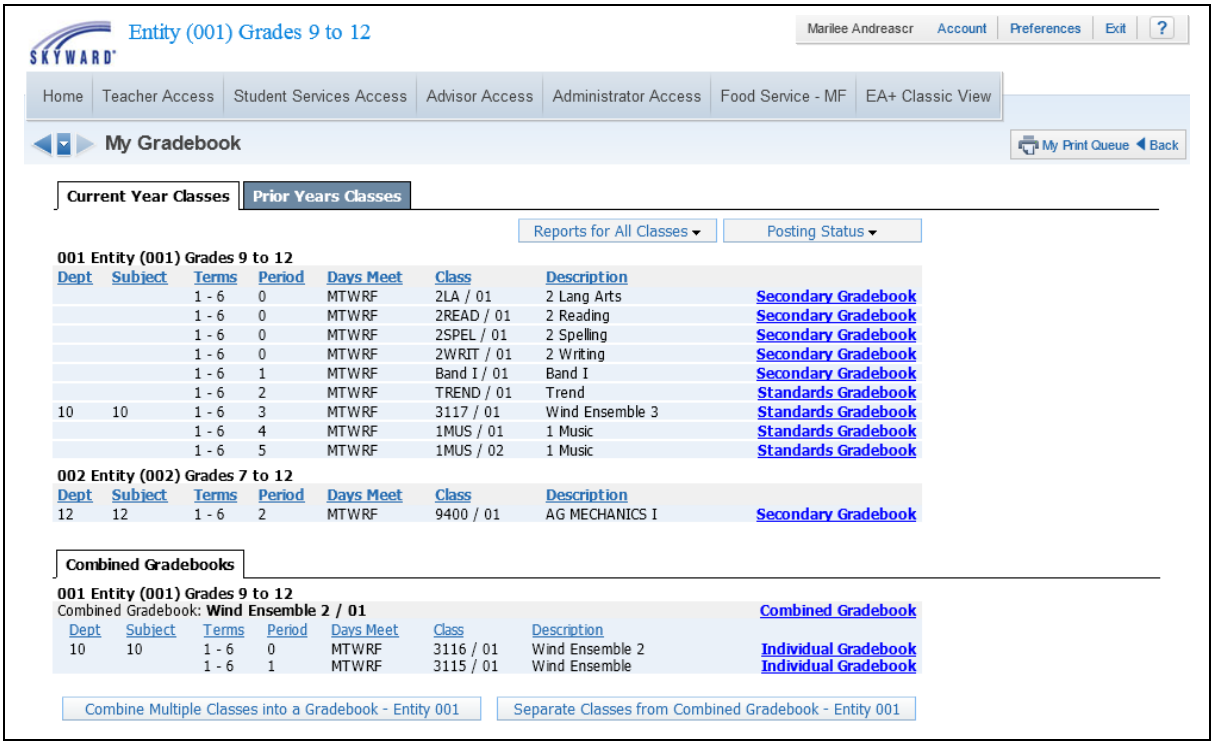
****Master Class:** One class must be selected as the Master Class. This is the class that will determine the categories, weighting and grade marks available, and this class will retain any existing assignments/grades once combined.

****Combine Class:** These are the other classes that will be combined with the Master Class. All existing data in these gradebooks will be removed. More than one course can be selected as a Combine Class.

Click the **Combine Classes** button.



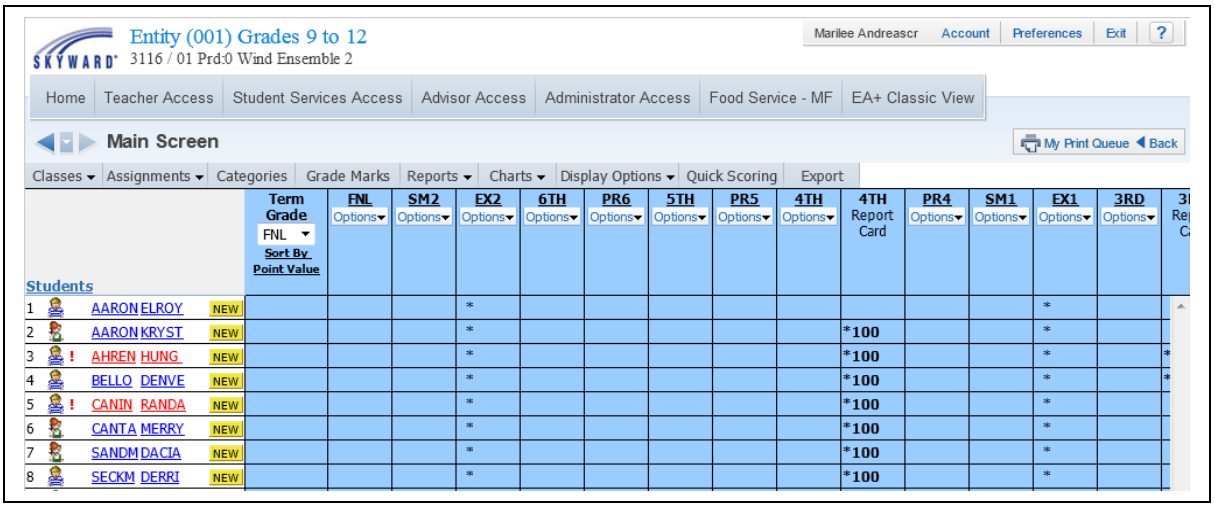
A prompt appears reminding you that continuing will delete all data connected to the Combine Classes, and that this cannot be undone. Information that could be lost includes backups and archived assignments. Click **Combine** to combine the Gradebooks. **Cancel** will void the request to combine the Gradebooks.



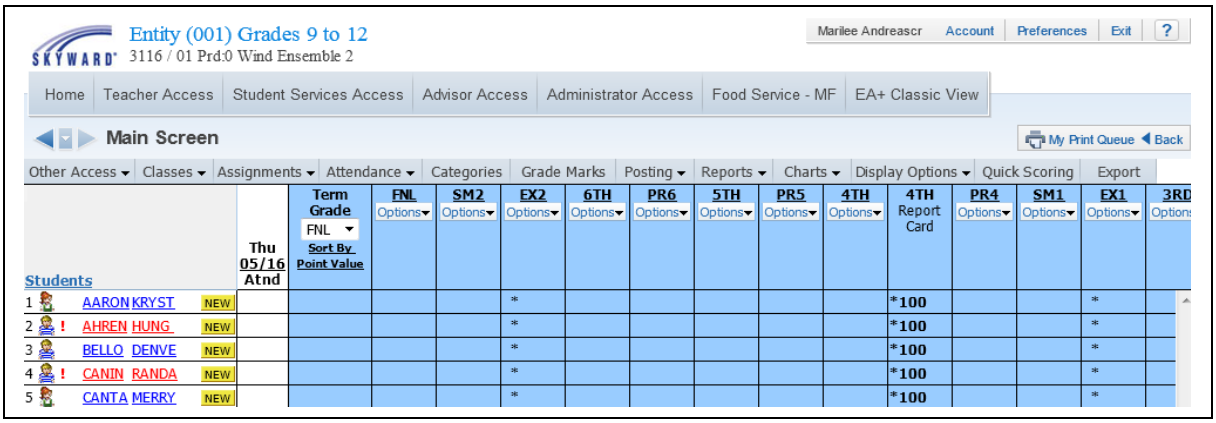
The Gradebook Selection Screen will look slightly different after loading the Combined Gradebooks. All Combined Gradebooks will be listed under their own tab near the bottom of the page.

Combined Gradebook: You can click this link to view the combined version of the Gradebook. Assignments can be entered for the classes that were combined.

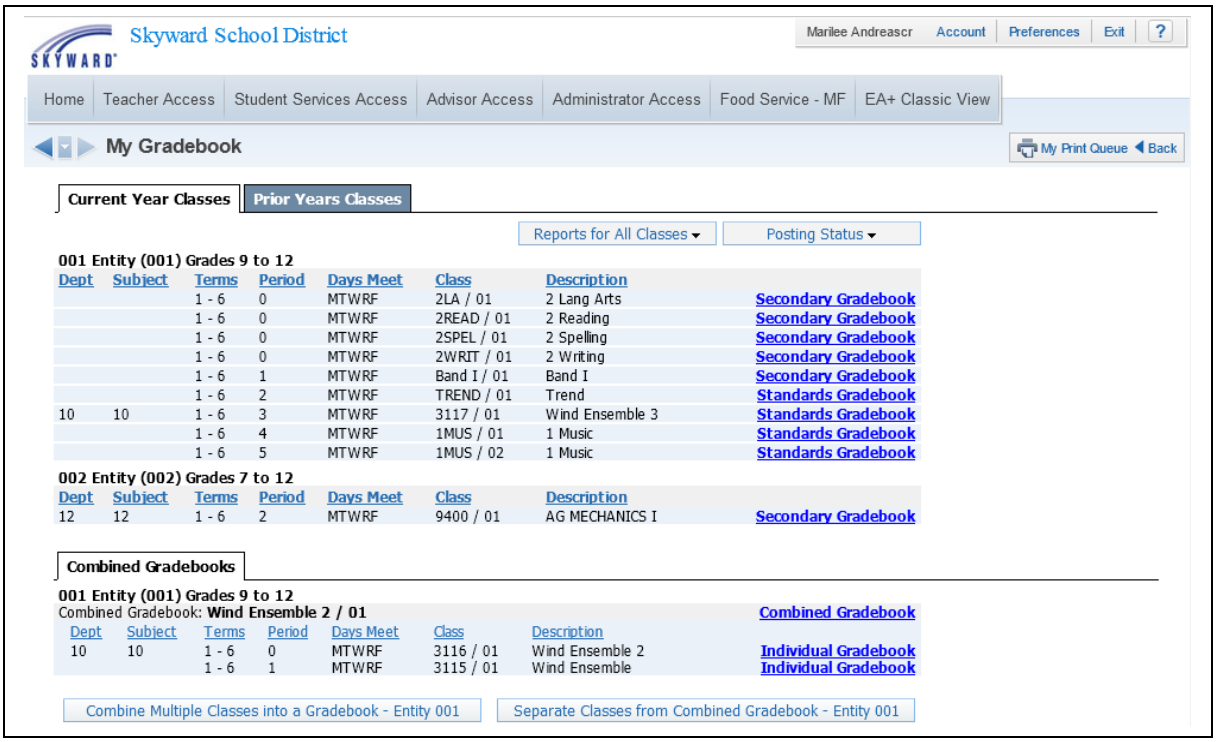
Individual Gradebook: This link can be used to view the individual gradebook for one of the classes that is included in the Combined Gradebook.



This is a view of the Combined Gradebook. Notice the buttons across the top of the Gradebook are not the same as when viewing a regular Secondary Gradebook. Tasks like Grade Posting and Attendance entry cannot be done from the Combined Gradebook.



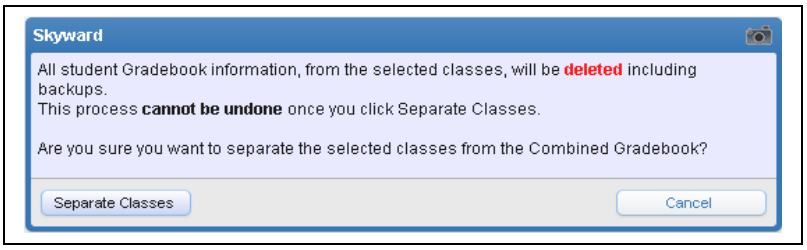
This is a view of one of the Individual Gradebooks for a class within a Combined Gradebook. Notice that there are buttons to access Posting where you can enter Comments, post grades manually, and post Attendance.



Separate Classes from Combined Gradebook – Entity ###: You can use this button to break apart all courses or just select ones within the Combined Gradebook.

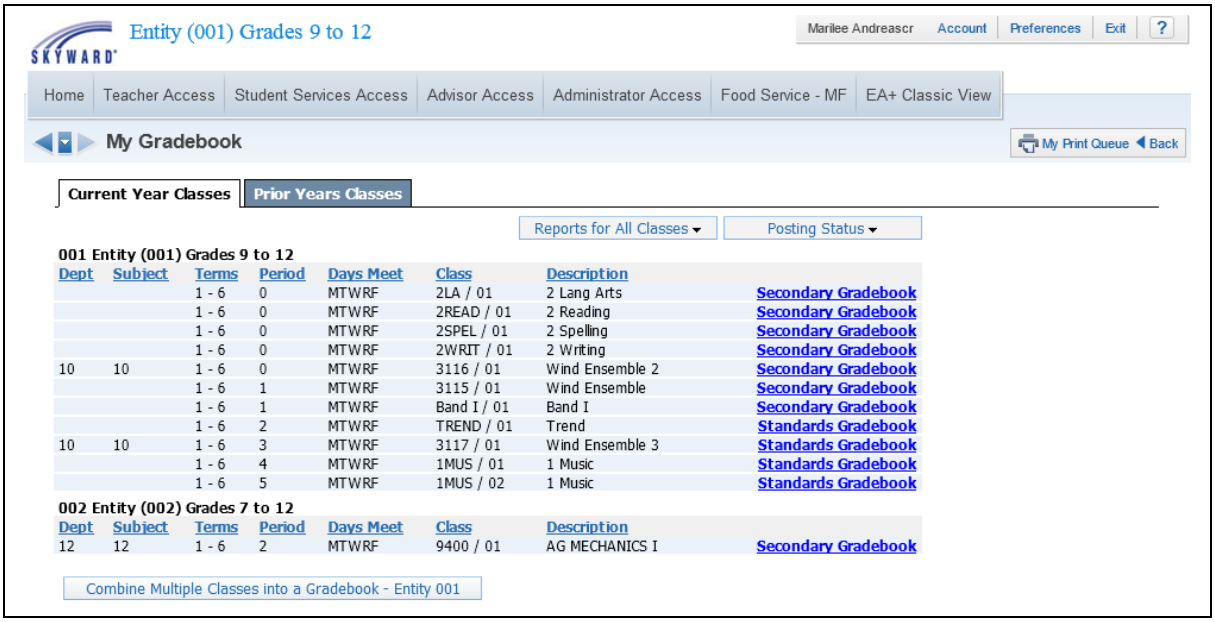
After you click the **Separate Classes from Combined Gradebook – Entity ###** button, this screen appears. You can select which of the combined classes you want to remove from the Combined Gradebook set. Since this example had only two classes in the Combined Gradebook, we can select only the one combined class on this screen.

After you have selected the classes you wish to remove from the Combined Gradebook, click the **Separate Classes** button.



A prompt appears reminding you that doing this will delete all data connected to the classes you selected, and that this cannot be undone. Information that could be lost includes backups and archived assignments.

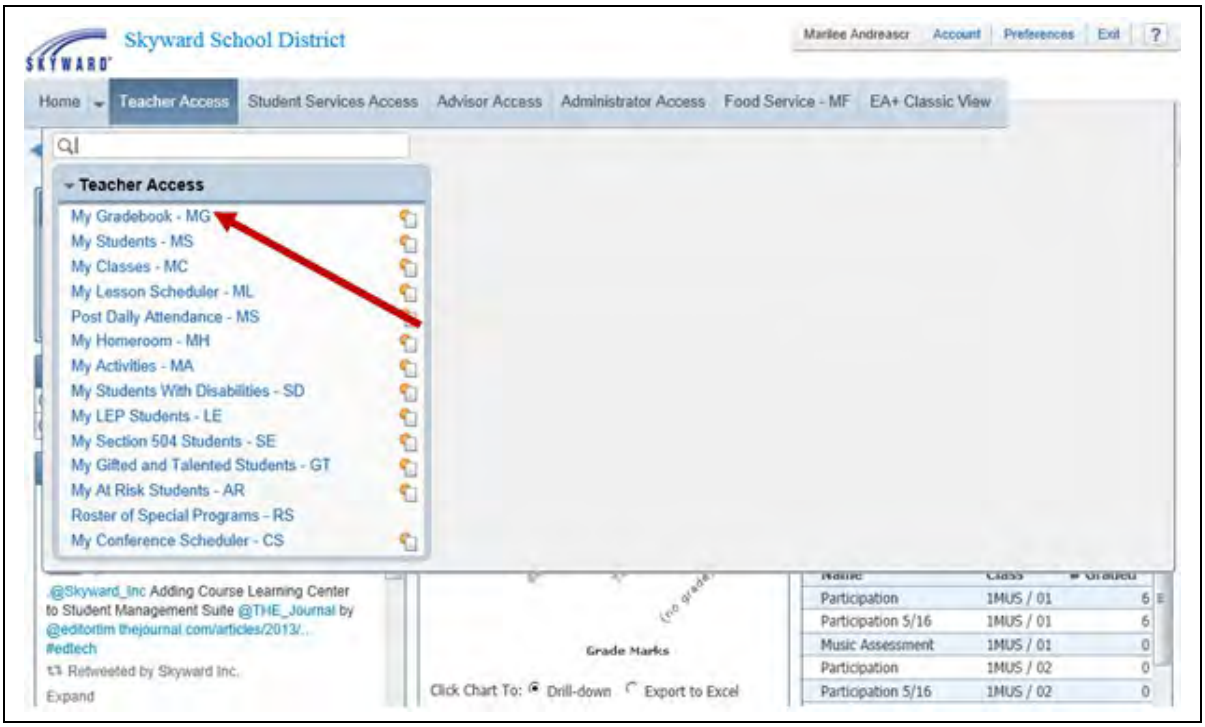
Click **Separate Classes** to make the changes. **Cancel** voids the request to separate the Gradebooks.



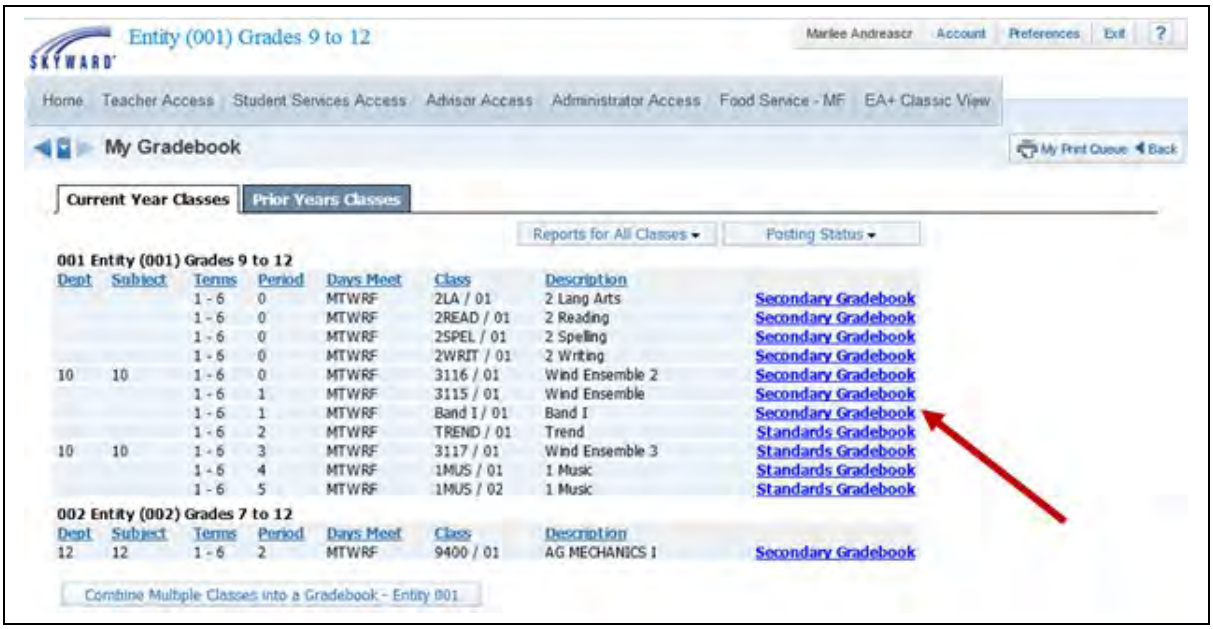
Once all Combined Gradebooks have been separated, the Gradebook Selection screen displays all Gradebooks in the standard way before they were set up as combined.

Gradebook Main Screen

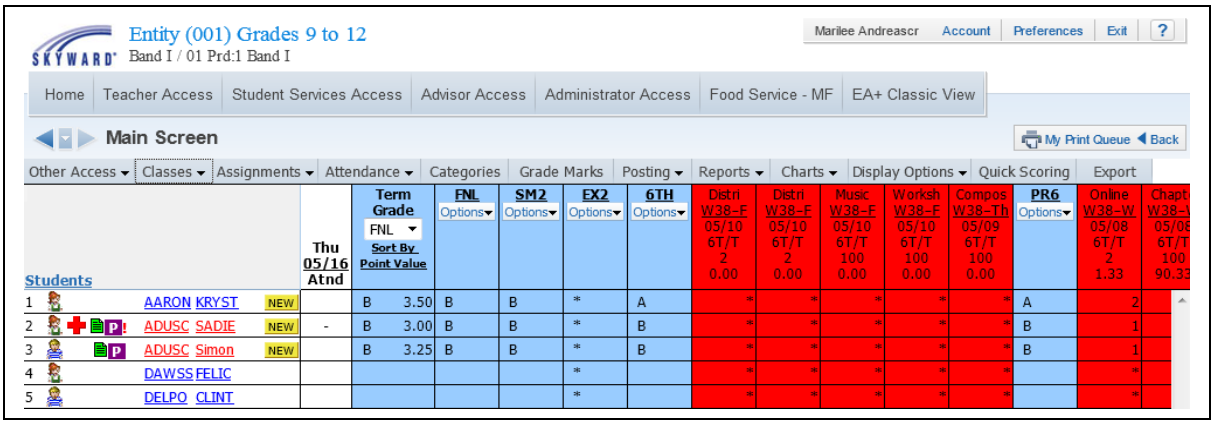
Class Information link
Print Queue
Account
Preferences
Sign Out
Question Mark (SkyDoc)



After logging into Skyward, you should see a screen similar to the one above. This is the Educator Access Plus Home page. To go to your list of available Gradebooks, click the My Gradebook link.



This screen lists all the Gradebooks available to you. Click the **Secondary Gradebook** or **Gradebook** link next to a class to open the actual Gradebook for the class.



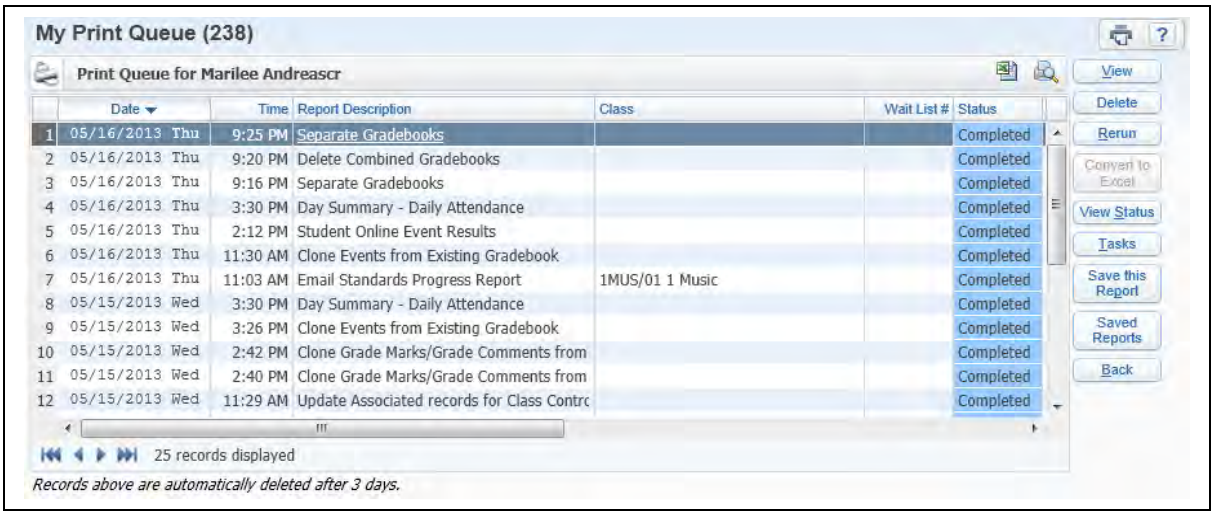
This screen is the Gradebook Main screen. From here, you can see the students in the class, and the assignments and grades. You can maintain the assignments and grades as well. You can also set up the Gradebook, run reports, and enter attendance for the day. The details of all these tasks will be covered in other sections of this guide.

Class Information link: The Class Information link appears under the Entity at the top left corner of the screen. In the example above, this is where you see **1001/01 Prd:1 Algebra I**. Clicking this link pulls up a screen that shows details of how the course, class/section, and meeting pattern are set up. See the example below.

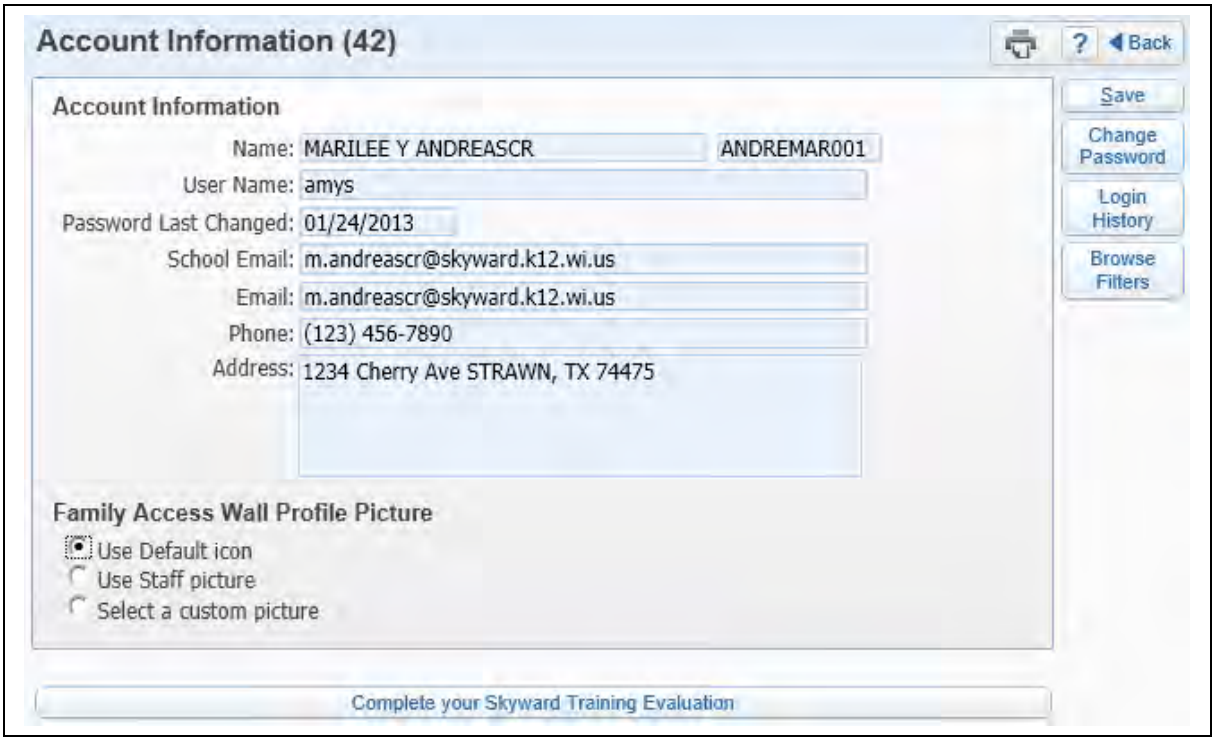
Tabs: You can use the Tabs across the top of the list to access other functions within the Gradebook. The use of these tabs will be covered in detail in later sections of this guide.

My Print Queue: Any process (a report or a utility) that you initiate will run through your Print Queue. You can access the Print Queue from any screen as the button will always display in the upper right corner. Depending on the screen, the button may read "My Print Queue," but you may see just the small printer icon instead.

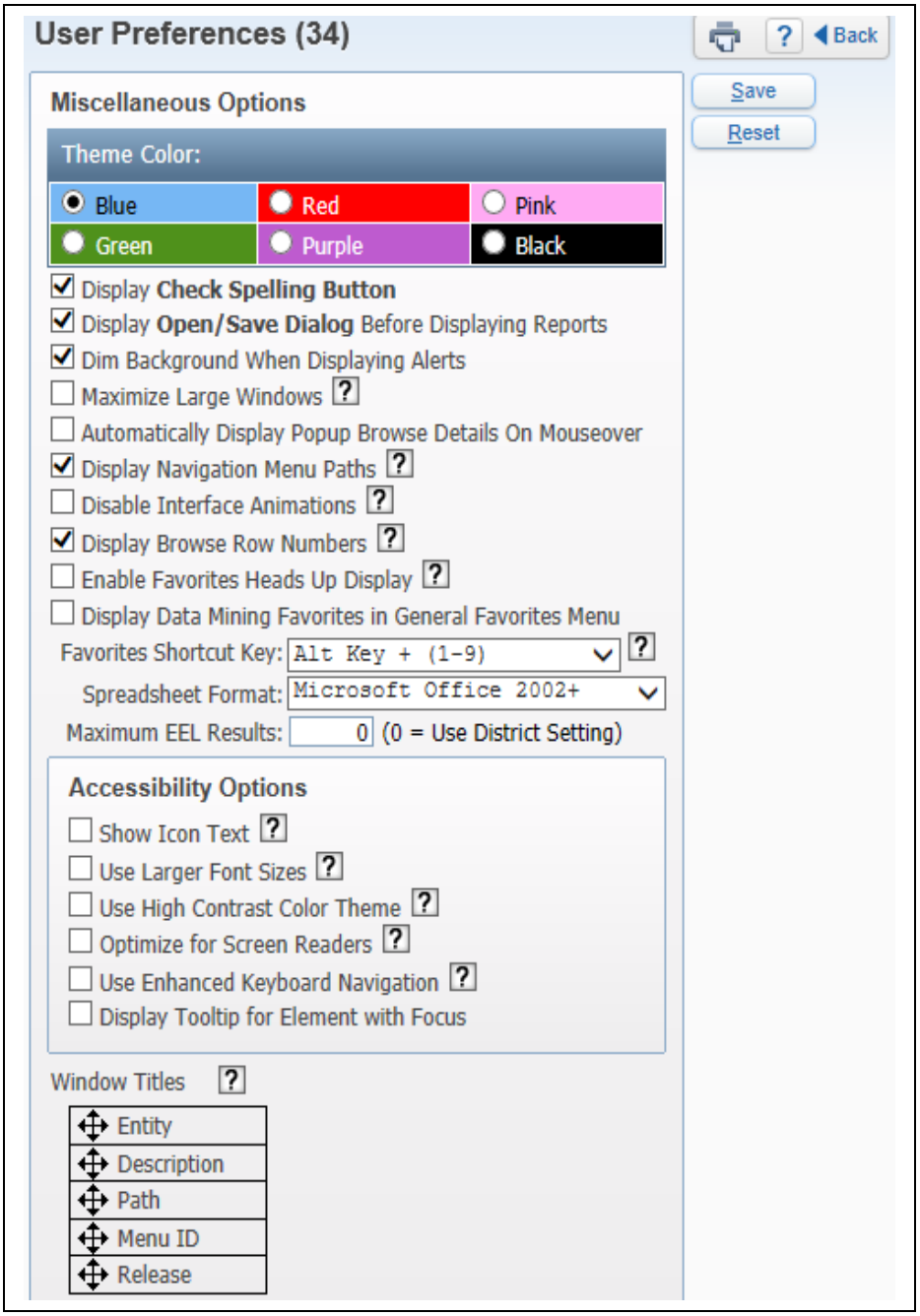
From the Print Queue screen, you can reopen reports you ran previously or review the status of a process you ran earlier. There is a district setting that controls how many days a report will remain available in your Print Queue; the number of days display in the bottom left corner.



Account Information: The Account button in the upper right corner can be selected to view details about the account you used to log in. You can review the login history for the account, change the account password, (and maintain a separate Family Access Password if you are a guardian as well), and maintain Browse Filters that take a long time to load.



User Preferences: Select this button in the upper right-hand corner to set up options associated with your account. Changes made here will not affect other users. Some of the changes you can make are: changing your theme color to something other than Skyward Blue, turning on the capability to use the Check Spelling button, and setting up Accessibility Options to make the software easier to navigate.

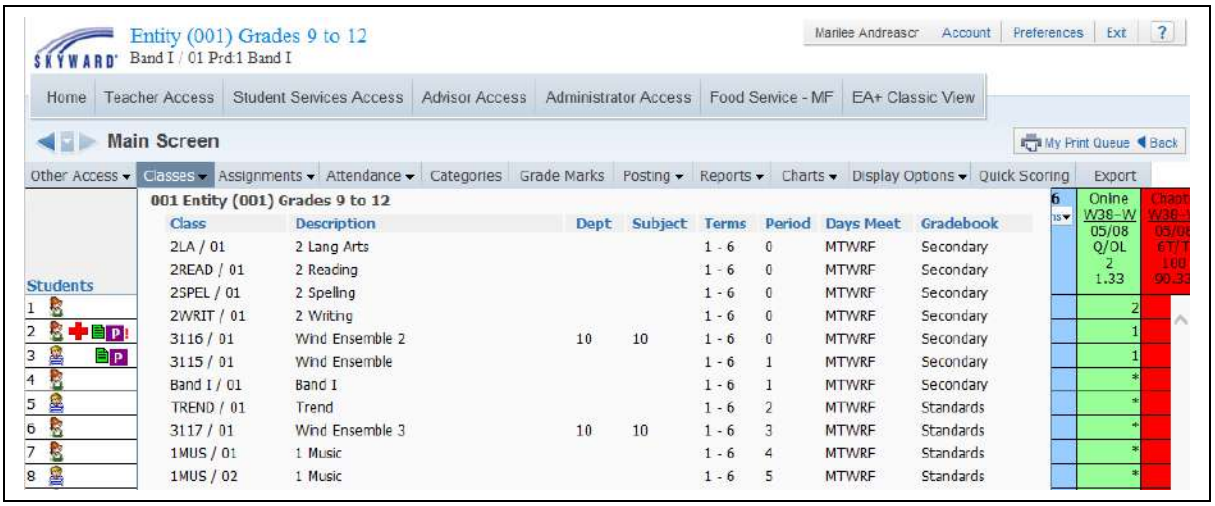


Sign Out: Use this button when you want to log out of Skyward. It is best to use the navigation buttons (including Sign Out) within the software to close windows instead of using your browser's close button (for example, the red X). This ensures that nothing on the current screen was set up/entered incorrectly or that required information is missing.

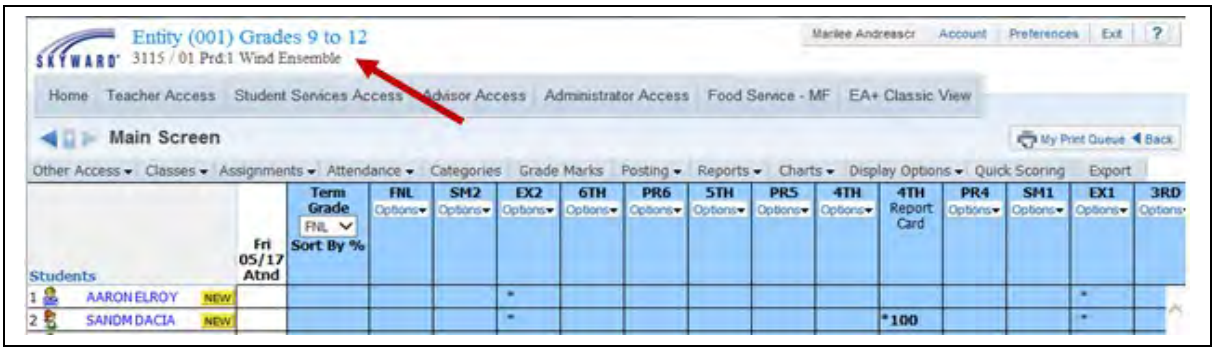
Help (?): You can use the Help icon (the " ? " symbol) in the upper right corner to go to Customer Access and SkyDoc. Customer Access, depending on how your district is set up, could allow you to create a help ticket if something is not working as expected in the software. Selecting SkyDoc goes to Skyward's online documentation for the software.

Classes Tab

You can use the Classes tab if you have multiple classes and want to quickly move from one class Gradebook to another. You can identify the Gradebook you are in by looking at the top of the screen.



Change to another class by clicking on it.



When you change classes, the Class Information at the top of the screen changes to reflect the Gradebook you opened. The Classes tab is a time saving tool so you don't have to go back and forth to the Gradebook Selection screen.

Categories Tab

Change Score Method
Add/Edit Categories
Use These Categories For My Other Classes

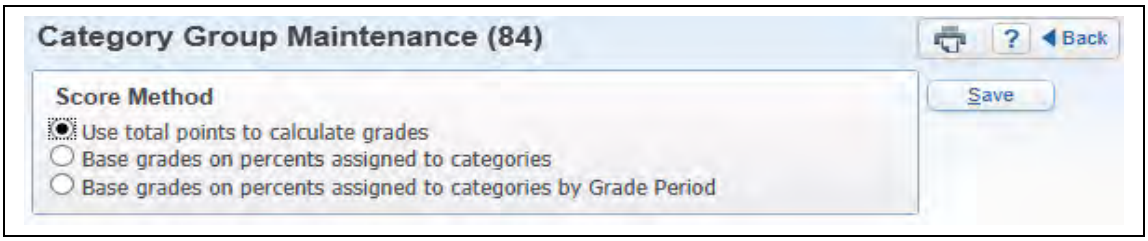
The Categories tab is used as a reference to view the categories that are set up for the class. The Categories and, possibly, their weights are set up by the system administrator. If the district allows you to update the Categories for the class, you will be able to indicate the Categories you want to use and assign percentages to them.

Categories are a way of grouping related assignments (for example, Quiz, Homework, Test, and so on). Since Categories are color coded, it is easy to identify assignments on the Gradebook Main screen. Additionally, if desired, Gradebook assignments can be sorted by Category so that similar assignment types will be grouped together. Reports can be run to show student performance by Category to assist in identifying areas of strength and weakness. Categories also allow you to assign weighted values if you wish to dedicate a portion of the final grade to specific types of tasks. Categories are used during the addition of new assignments, in the Gradebook display, and in reports.

You see the Category Maintenance screen when you click the **Categories** tab. This is where you can change the score method, add/edit categories, and use these categories for other classes.

Change Score Method

Click the **Change Score Method** button to change the Score Method for the Category group. You will be able to determine how categories will be used in scoring.



Use total points to calculate grades: If using total points, the Gradebook will not calculate grades using Categories. In other words, it will treat all points earned for assignments equally. A point in the Category of Homework will have the same value as a point in the Categories of Test, Quiz, Lab, and so on. Using this method, student grades are calculated based on the points only.

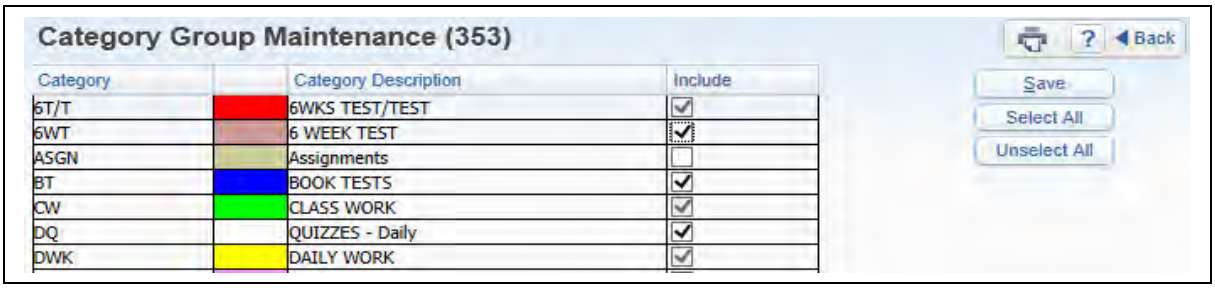
Base grades on percents assigned to categories: If you chose to use "Base grades on percents assigned to categories," you will need to assign percent weights to the chosen categories. When calculating an overall grade, Gradebook scoring will use the total points earned within each category multiplied by the percentage assigned to that category. It is important to note that once weighting has been assigned, and the first grading period has ended, you will not be able to deviate from the originally assigned weighting structure. It will be in place for the duration of the course.

Base grades on percents assigned to categories by Grade Period: If this option is enabled by the district, and you choose to use it, this works exactly like the previous option, but it will allow you to change your assigned weighting for future Grading Periods.

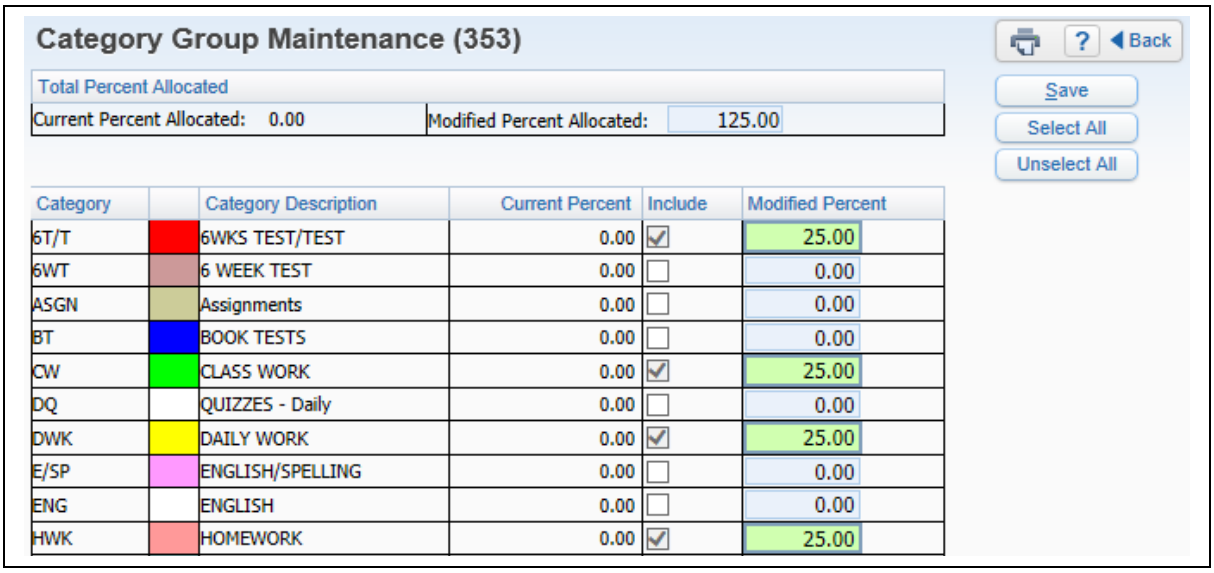
Add/Edit Categories

This button allows you to set up the Categories to be used and update the percentages attached to them if you are not using total points to calculate your grades. The screen will vary depending on your Score Method.

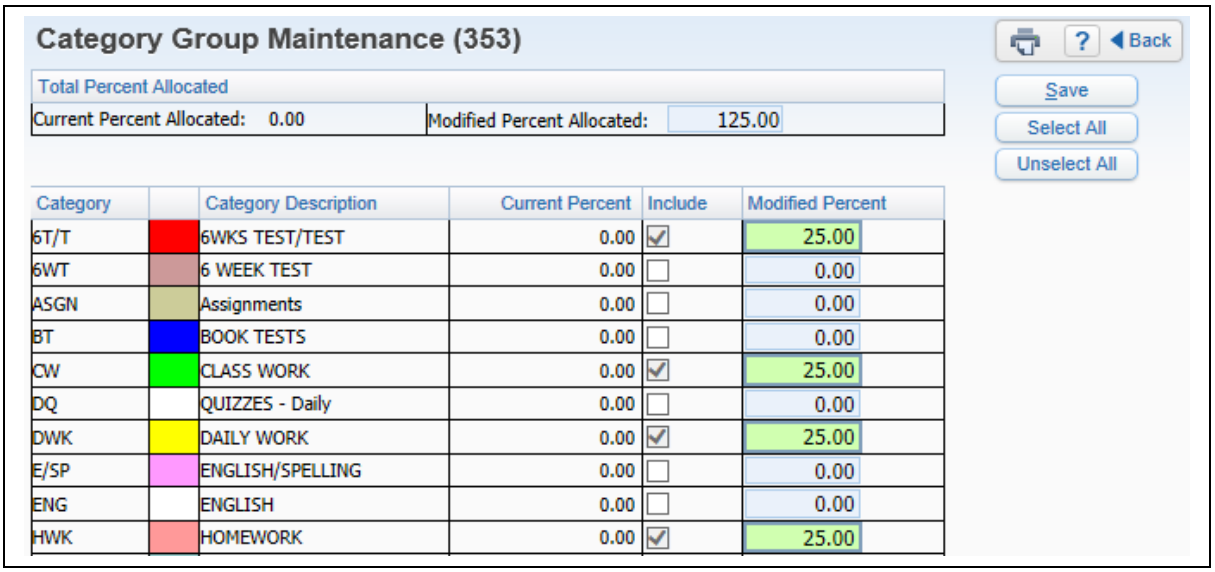
Please be aware that if you have a category selected, but do not use it during a grading period, the percentages will redistribute between the other selected Categories that were used. For example, if you have five Categories selected with 20% weighting for each, but only use four in a grading period, those four will be weighted at 25% each. You can run the Progress Detail report to see the redistributed percentages if any Categories were unused.



Use total points to calculate grades: If you have this Score Method selected, you can choose which Categories you will be using within the Gradebook. There is no other setup needed.



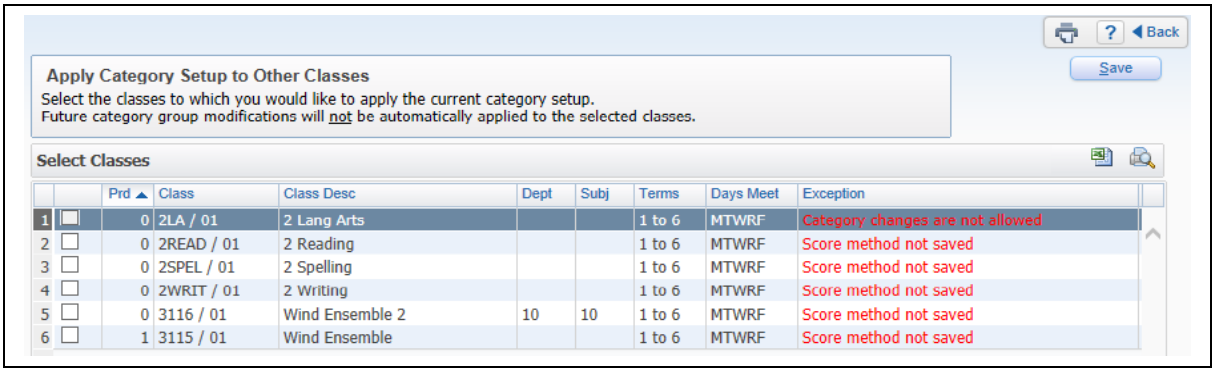
Base grades on percents assigned to categories: If you have this Score Method selected, you can choose which Categories you will be using within the Gradebook and enter the Percentages assigned to each selected Category. Each selected Category should have a percentage assigned to it that is greater than zero. Otherwise, any assignment attached to the unweighted Category will not factor into the overall grade.



Base grades on percents assigned to categories by Grade Period: If you have this Score Method selected, you can choose which Categories you will be using within the Gradebook and then enter the Percentages assigned to each selected Category for the indicated Grade Period. The screen is almost identical to the one for the previous option; the only difference is that you can see the Grade Period for which you are setting percentages in the top left corner.

Use These Categories for My other Classes

To utilize the same categories for other classes, click the **Use These Categories for My Other Classes** button. This option allows you to assign the same categories and scoring method to other classes you teach. This option can be used if you have the same assignment types and scoring method for multiple classes since each of the classes must contain the categories selected.



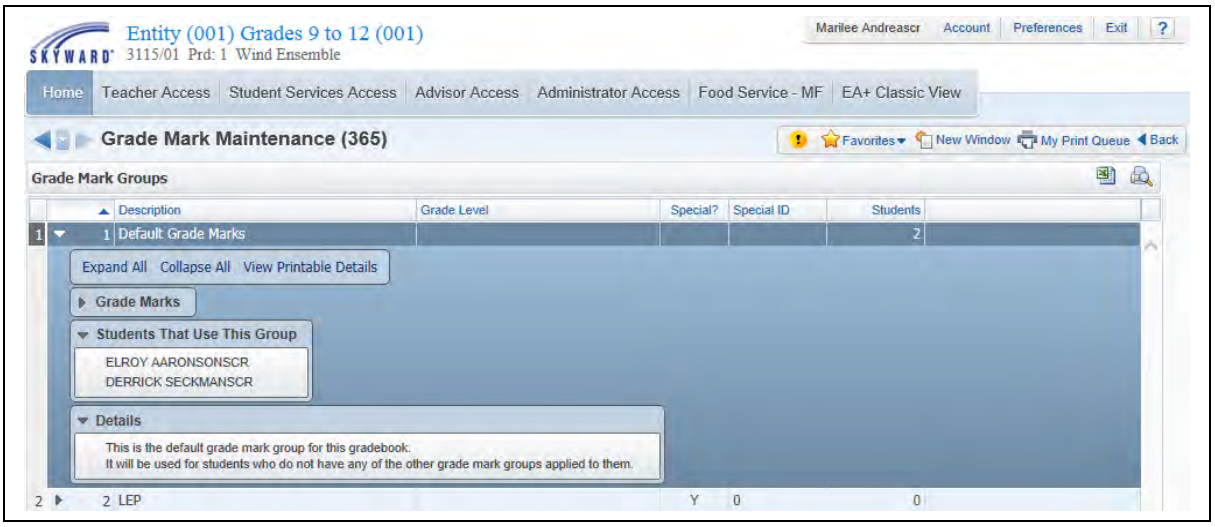
Check the box to the left of the course information to add the same categories and scoring method to that class. When all necessary courses are selected, click **Save**.

Grade Marks

View/Edit Default Scale
Special Grade Mark Groups
Grade Level Specific Grade Mark Groups
Variable Scale Grading

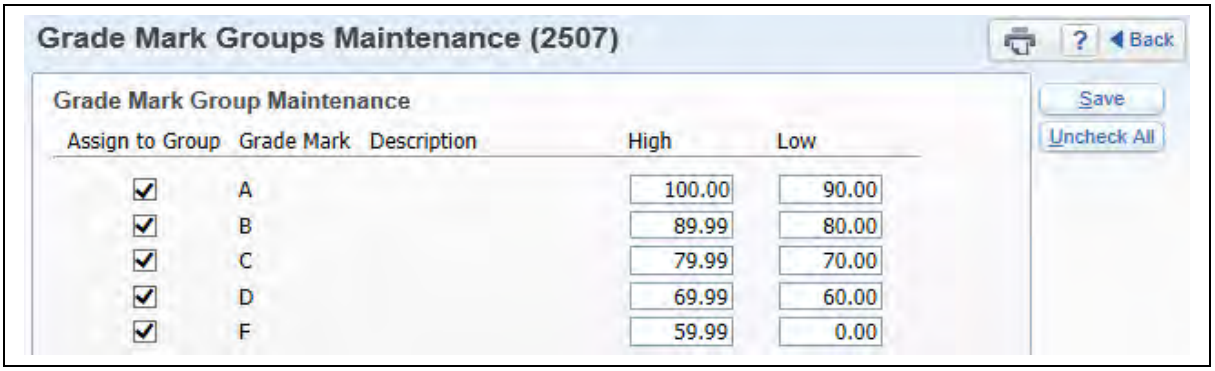
From the Gradebook Main screen, click the **Grade Marks** tab. (If you do not see the Grade Marks tab, this is a configuration decision made by the district.) Under the Grade Marks tab, you can maintain the students attached to a group of Grade Marks, and update the grading scale attached to a group.

On the Grade Mark Maintenance screen, you can view the Default Grade Marks by expanding a Grade Mark Group.

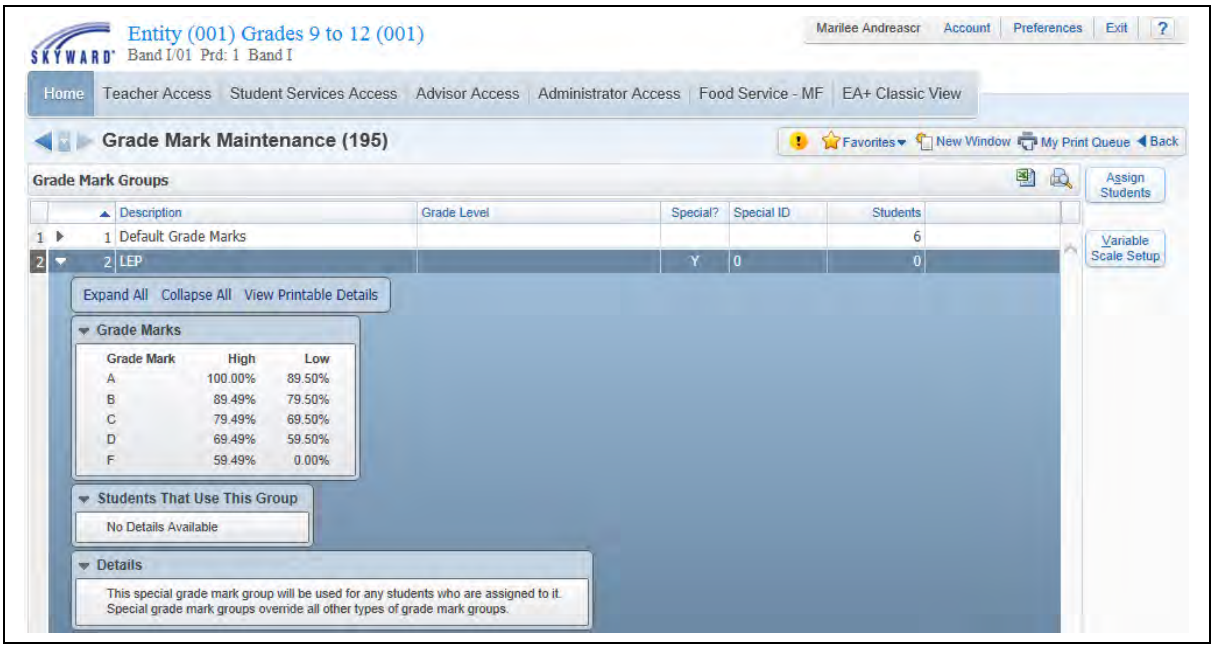


You can view the Grade Marks, Students That Use This Group, and the Details in this area. Students will be placed in the Default Group automatically when added into a class.

Add/Edit Marks: You can use this button to modify the Grade Marks used by the class and the scale associated with the selected marks. The button will say View Marks if your district has chosen to not allow modifications.

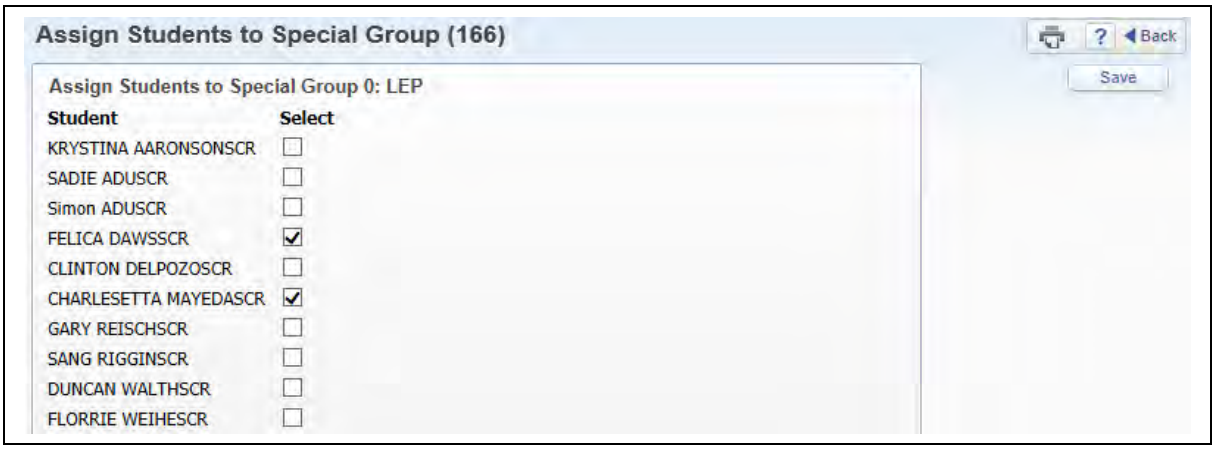


High/Low: You will need to set up the scale to use a range from 0.00 through 100.00. No two Grade Marks can overlap, including using 0.00.

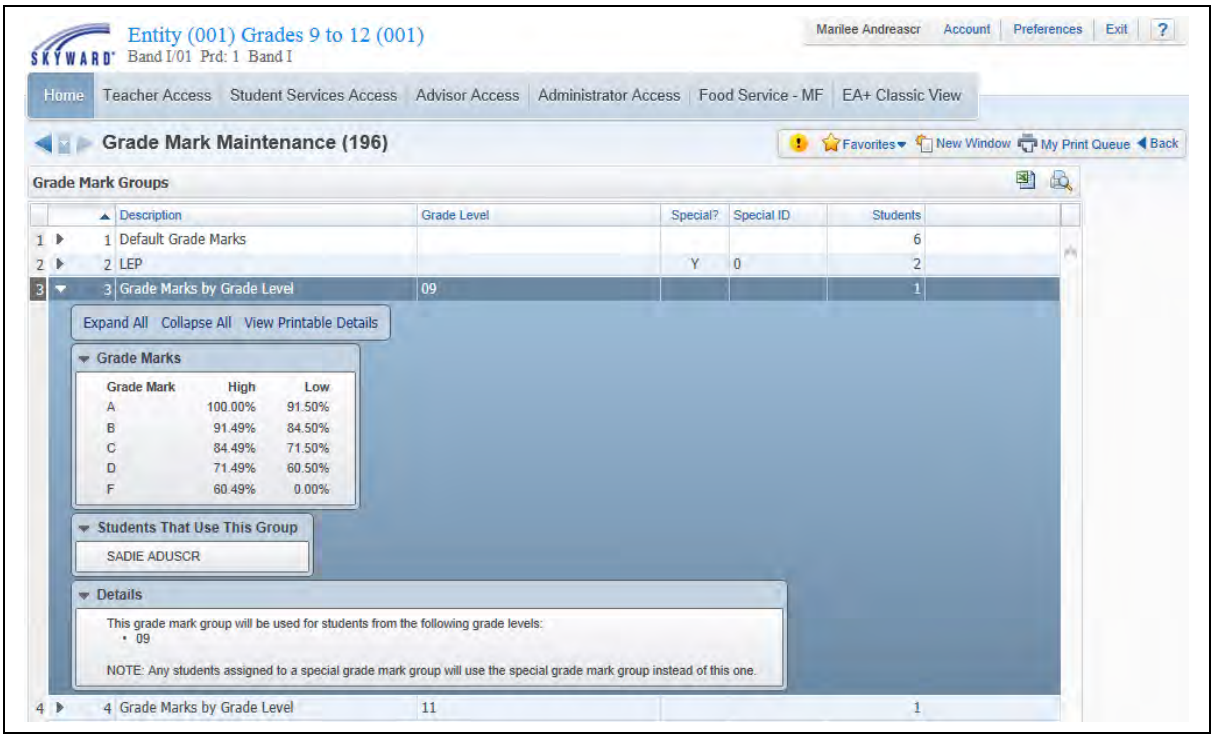


Special Grade Mark Groups: A Special Grade Mark Group is identified by a Y in the Special? column. In the next column, every Special Grade Mark Group is also given a Special ID number. The expanded section will show the altered Grade Marks, Students That Use This Group, and the Details.

Assign Students: When you have a Special Grade Mark Group selected, you can click this button in the upper right corner to maintain the students attached to the group.



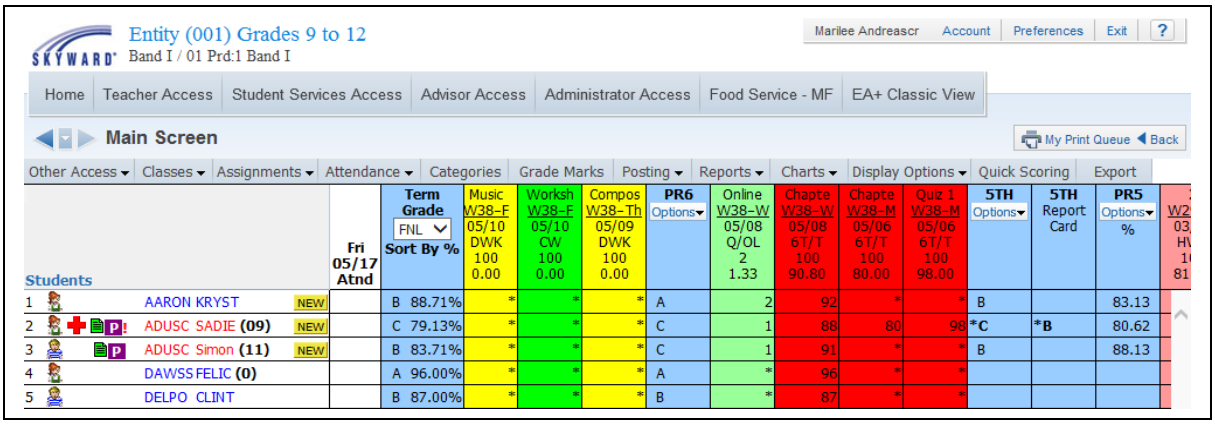
This is the Assign Students to Special Group screen, where you can select students that should be assigned to this group. Click **Save** when all necessary students are selected. Students who are assigned to a Special Grade Mark Group will be removed from their previous Grade Mark Group.



Grade Level Specific Grade Mark Groups: Grade-Level Specific Grade Mark Groups are set up by administrators, and students are attached to the group automatically based on their current grade level. A Grade Level group assignment for a student can be overridden by a Special Grade Mark Group assignment; however, there is no way to assign a student in a Grade Level group to the Default group instead.

Variable Scale Grading: The Grade Mark Maintenance screen is where the Variable Scale Grading option can be utilized. This will allow you to calculate grades for students based on a rubric. The details of this option are covered in the Setup Options section of this guide.

Gradebook Main Screen with Special and Grade Level Groups attached



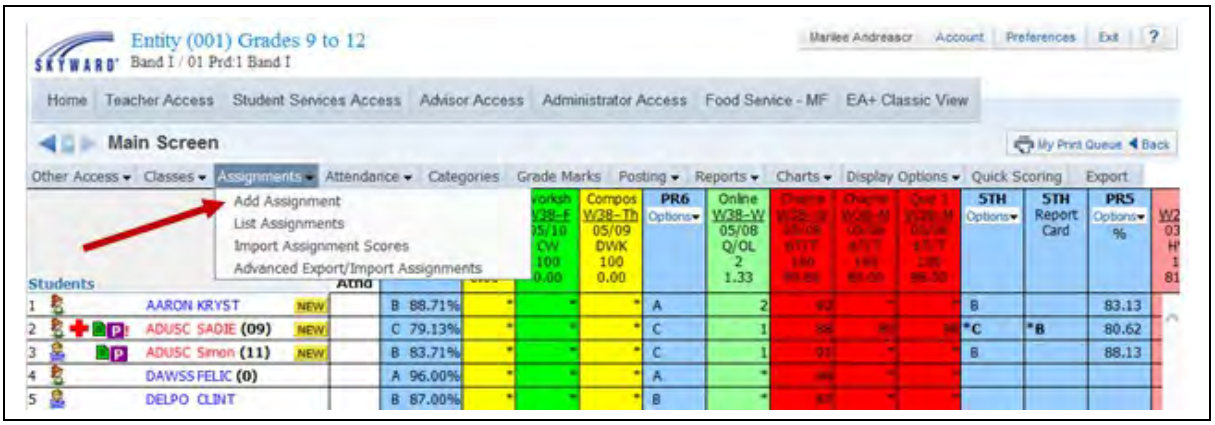
On the Gradebook Main Screen, you can see whether students are in a Special Grade Mark Group or Grade Level Grade Mark Group. On this screen, the **(0)** indicates that this student is attached to the Special Grade Mark Group of LEP.

The **(11)** and **(09)** indicates that this student is in a Grade Level Grade Mark Group because the number refers to the grade level that has a Grade Level Grade Mark Group associated with it.

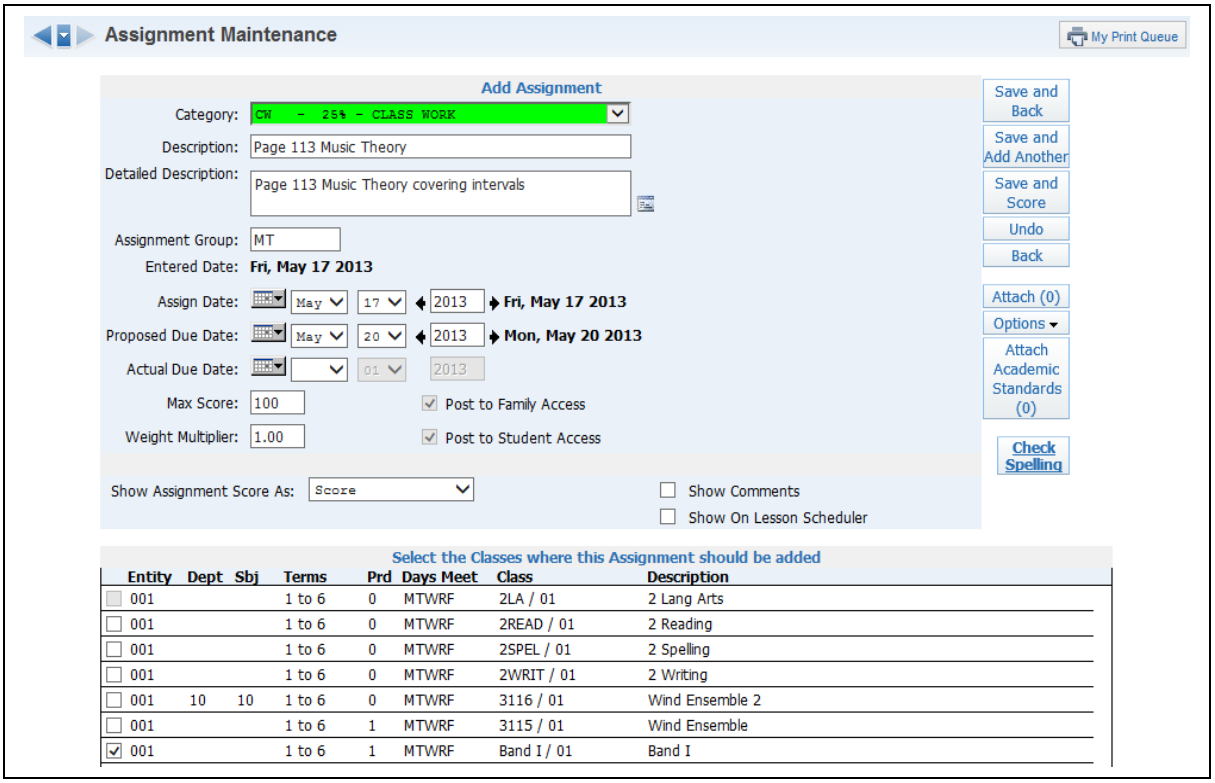
Assignments

Add Assignment
List Assignment (Skip Scoring and Assignment Display Options)

Add Assignment



Select **Add Assignment** from the Assignments tab.



****Category:** Select a category code from the drop-down menu. Note: The Assignment category codes are maintained by administrators.

****Description:** Enter the description of the assignment (maximum of 30 characters). Example: Chapter 1 Test, Worksheet 1B.

Detailed Description: Enter a detailed explanation of the assignment (maximum of 300 characters). The Detailed Description can be viewed within Family and Student Access. Click the icon to access a larger window for descriptive details.
Example: Chapter 1 Test covering equations.

Assignment Group: Allows you to create a customized grouping for assignments. You can choose to Sort Assignments by Assignment Group in the Assignment Display Options.
Example: Assignment Groups Labeled Unit 1, Unit 2, and so on. As a result, all assignments with a matching assignment group would display together on the Gradebook Main Screen.

****Assign Date:** Enter the date the assignment was given to the students; it defaults to the current date.

****Proposed Due Date:** Enter the date you anticipate that the assignment will be due. You can enter future Assign and Proposed Dates; this allows the assignment to display as a future assignment in Family and Student Access.

Actual Due Date: Date entered for assignment receiving an extension. An example of when you would enter an Actual Due Date is when you had an inclement weather day or just did not get to the assignment on the proposed due date. The actual due date will supersede the proposed due date.

****Max Score:** Enter the maximum value a student may receive for the assignment; extra credit should not be included in this number. Assignments created solely to track extra credit can be created with a max score of zero.

****Weight Multiplier:** This typically remains at "1" unless you wish to adjust assignment value for varying difficulty in assignments.
Example: Assignment has a maximum score of 100. If you change the Weight Multiplier field to .5, the assignment is given half the value or a maximum score of 50. By changing the Weight Multiplier to 2, the assignment maximum score would double to 200.

Post to Family Access: Select this option to post the assignment information to Family Access. Any assignment that counts towards the student's overall grade for the course should have this option selected because Family Access creates its own calculation based upon the assignments posted to Family Access. If you are unable to deselect Post to Family Access, administrators have chosen to have all assignments for the entity posted to Family Access automatically.

Post to Student Access: Select this option to post the assignment information to Student Access. Any assignment that counts towards the student's overall grade for the course should have this option selected because Student Access creates its own calculation based upon the assignments posted to Student Access. If you are unable to deselect Post to Student Access, administrators have chosen to have all assignments for the entity posted to Family Access automatically.

Show Assignment Score As: Allows you to determine how the assignment will display on the Gradebook Main Screen. Options include:

- Score – Displays the student's score for the assignment
- Unweighted Score – Displays the student's unweighted score for the assignment; only used if entering a Weight Multiplier other than 1
- Check – Displays a check mark for any student who has a score for the assignment
- Percent – Displays the student's percentage for the assignment

Grade Mark – Displays the grade mark earned on the assignment

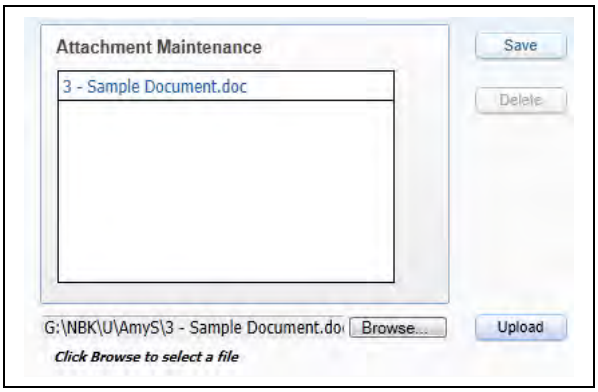
Show Comments: Allows you to display the free-form comments entered when scoring the assignment.

Show on Lesson Scheduler: Allows you to display the assignment on the Lesson Scheduler. This option will be available only if the Lesson Plan module has been purchased.

****Select the Classes where this Assignment should be added:** Check the box to the left of any class(es) that will be using the same assignment information. If a class is grayed out, it is because the class does not contain the selected Category or does not contain the selected Assign and Due Dates.

Buttons found on the right side of the Add Assignment screen:

Attach: Allows you to attach a file to this assignment. This option can be an effective method of communicating worksheets and homework questions to absent students because the attachment displays in Family and Student Access.



Options: Allows you to make this assignment an online assignment that can be completed through Student Access. This option will be discussed later in the guide under Miscellaneous Options.

Attach Academic Standards: Allows you to attach Benchmarks/Academic Standards(Common Core or state/local-defined standards) to an assignment. You can find more information regarding this option in the Setup Options area of this guide.

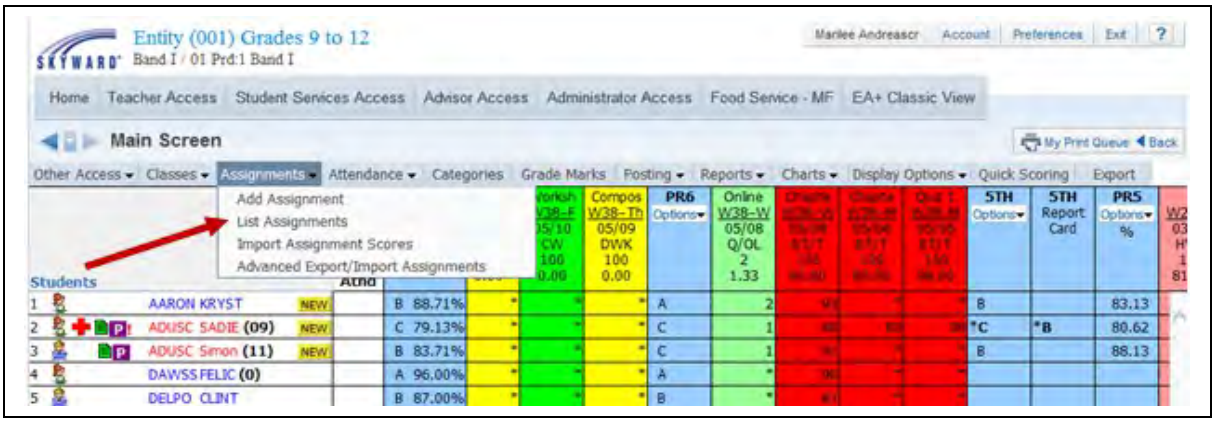
Assignment Save Options:

Save and Back: This saves the assignment and allows you to go back to the Gradebook Main screen.

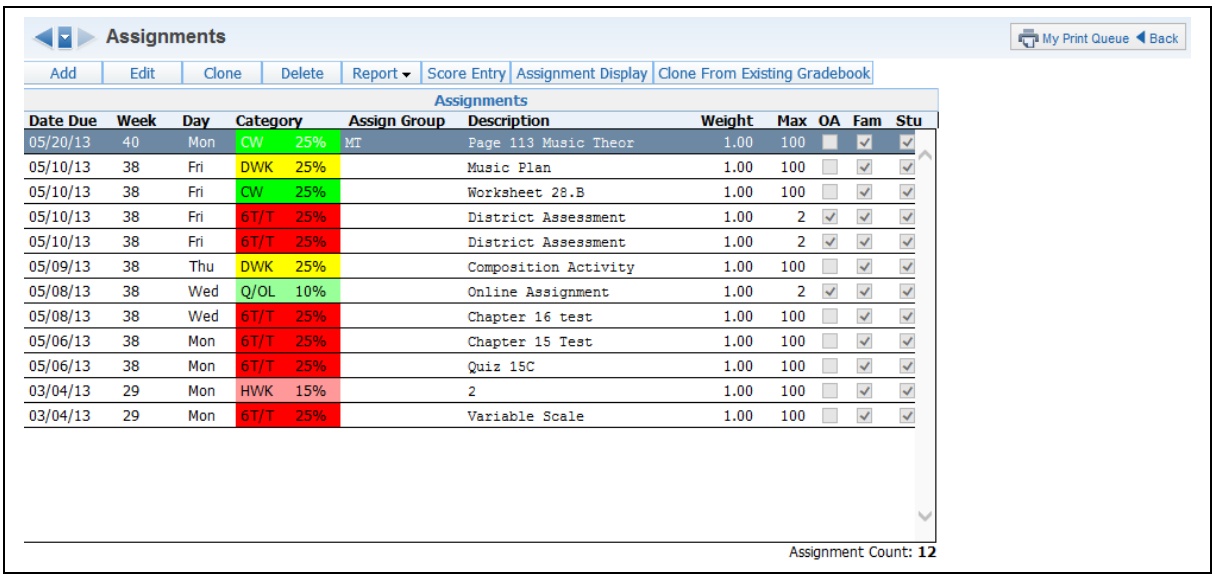
Save and Another: This saves the current assignment and allows you to create another assignment.

Save and Score: This allows you to save the current assignment and then go directly to the score entry screen.

List Assignments



Select **List Assignments** from the Assignment Tab.



Date Due	Week	Day	Category		Assign Group	Description	Weight	Max	OA	Fam	Stu
05/20/13	40	Mon	CW	25%	MT	Page 113 Music Theor	1.00	100		✓	✓
05/10/13	38	Fri	DWK	25%		Music Plan	1.00	100		✓	✓
05/10/13	38	Fri	CW	25%		Worksheet 28.B	1.00	100		✓	✓
05/10/13	38	Fri	6T/T	25%		District Assessment	1.00	2	✓	✓	✓
05/10/13	38	Fri	6T/T	25%		District Assessment	1.00	2	✓	✓	✓
05/09/13	38	Thu	DWK	25%		Composition Activity	1.00	100		✓	✓
05/08/13	38	Wed	Q/OL	10%		Online Assignment	1.00	2	✓	✓	✓
05/08/13	38	Wed	6T/T	25%		Chapter 16 test	1.00	100		✓	✓
05/06/13	38	Mon	6T/T	25%		Chapter 15 Test	1.00	100		✓	✓
05/06/13	38	Mon	6T/T	25%		Quiz 15C	1.00	100		✓	✓
03/04/13	29	Mon	HWK	15%		2	1.00	100		✓	✓
03/04/13	29	Mon	6T/T	25%		Variable Scale	1.00	100		✓	✓

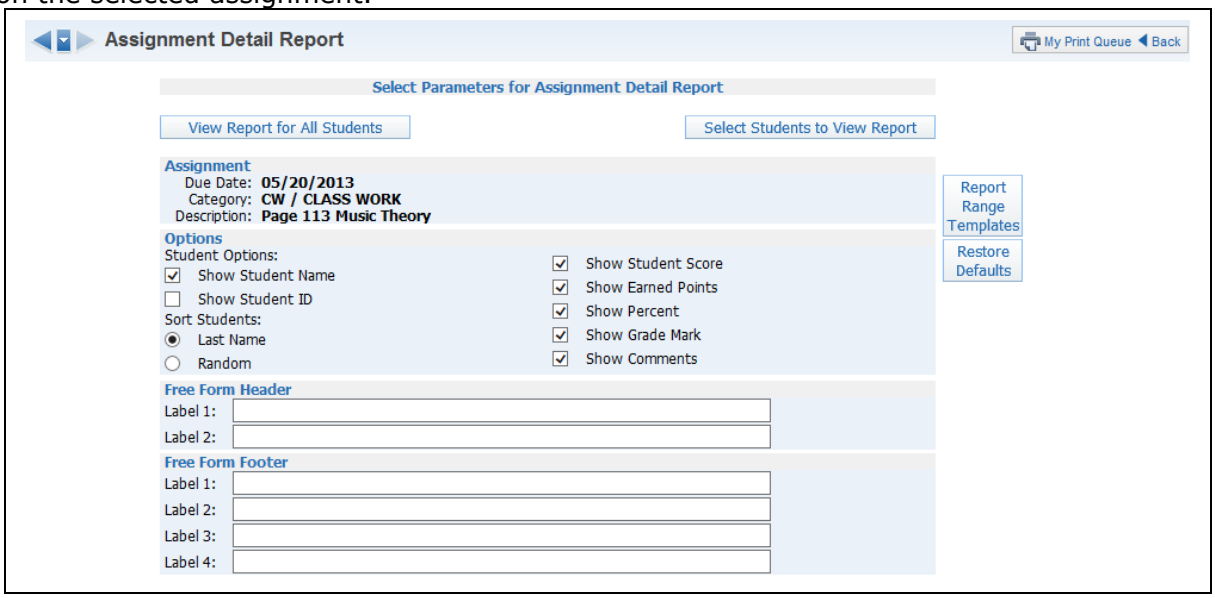
Add: This option allows you to create a new assignment. You can find more information about the fields used when adding an assignment in the Add Assignment section of this guide.

Edit: This allows you to make modification to an existing assignment; all fields can be modified. If an assignment was added to multiple classes and modification of the assignment is needed, it will be necessary to access each class and edit the assignment to make the change.

Clone: This option allows you to copy an assignment within the same class or to another class.
Example: Weekly Spelling Test. You can clone this assignment from week to week and just modify the date.

Delete: This allows you to delete an assignment and any student grades associated with the assignment. If an assignment is incorrectly/accidentally deleted, you can use the Restore Deleted Assignments tool under Display Options.

Report – Assignment Report: This displays a list of students and the grades they earned on the selected assignment.



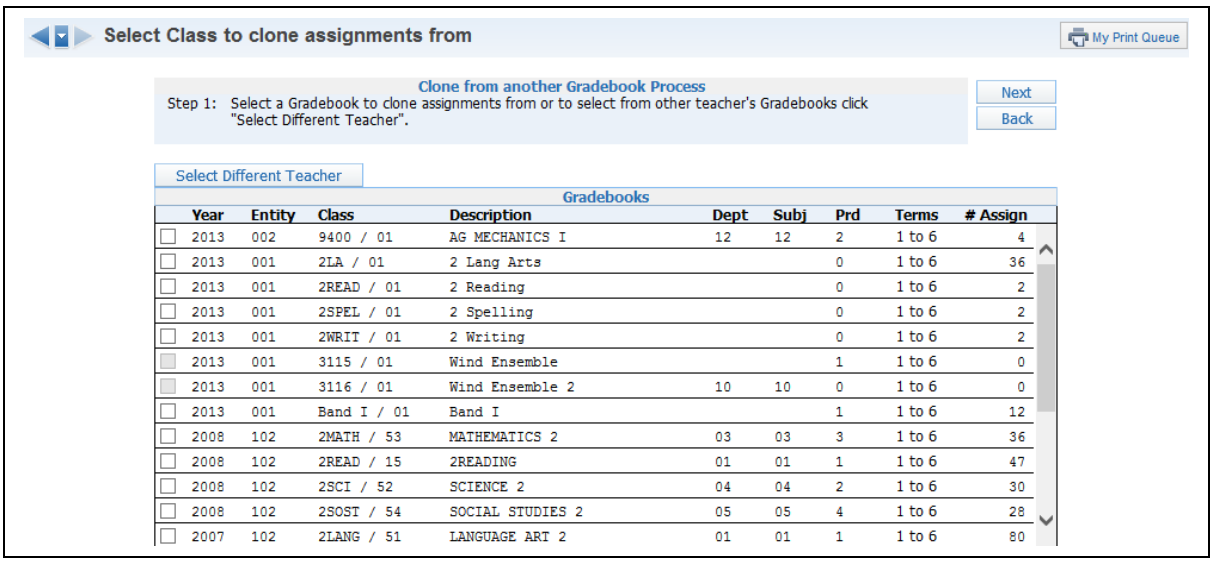
Report Parameters:

- **Show Student Name:** Displays the student's name on the report.
- **Show Student ID:** Displays the student's Other ID.
- **Sort Students:** Sort either by Last Name or Random. Random is typically used when displaying the Student ID.
- **Show Student Score:** Displays the numeric score the student earned on the assignment.
- **Show Earned Points:** Displays the total number of points the student earned on the assignment.
- **Show Percent:** Displays the percentage the student earned on the selected assignment.
- **Show Grade Mark:** Displays the grade mark earned by the student on the individual assignment.
- **Show Comments:** Display the free-form comments entered for the individual assignment.
- **Free Form Header:** Allows you to enter information that will display at the top of the report.
- **Free From Footer:** Allows you to enter text that will display at the bottom of the Assignment Report.
- **View Report for All Students:** Report prints for all students within the class.
- **Select Students to View Report:** Allows to select the students who will print on this report.
- **Report Range Templates:** Allows you to set up a template that can be selected when running the report again.

Score Entry: Allows you to add/edit assignment scores and comments for the selected assignment. Score Entry will be discussed later in this guide in the Scoring Assignments section.

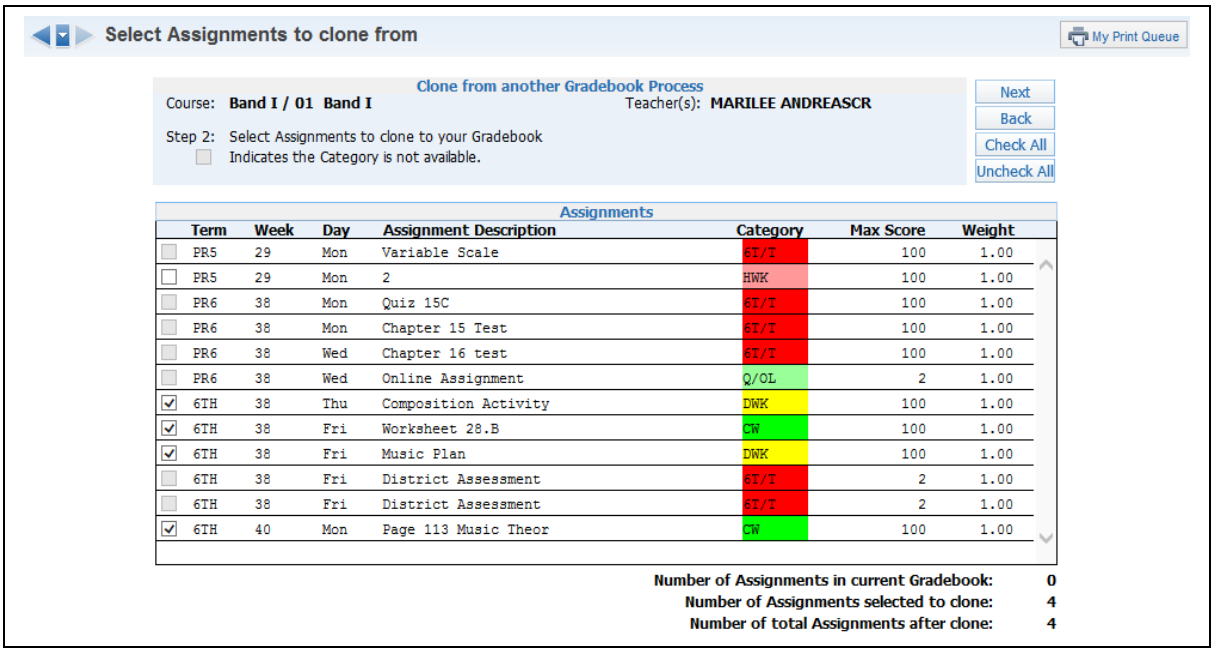
Assignment Display: Allows you to customize how assignments display on the Gradebook Main Screen and provides options for managing the assignment score settings. You can find more information regarding the Assignment Display in the Display Options section of this guide.

Clone From Existing Gradebook: Allows you to copy one or more assignments from a current year or historical Gradebook of your own or copy assignments from another teacher's Gradebook (depending upon the district configuration). When selecting this option, you must be in the Gradebook where you want the assignment created.

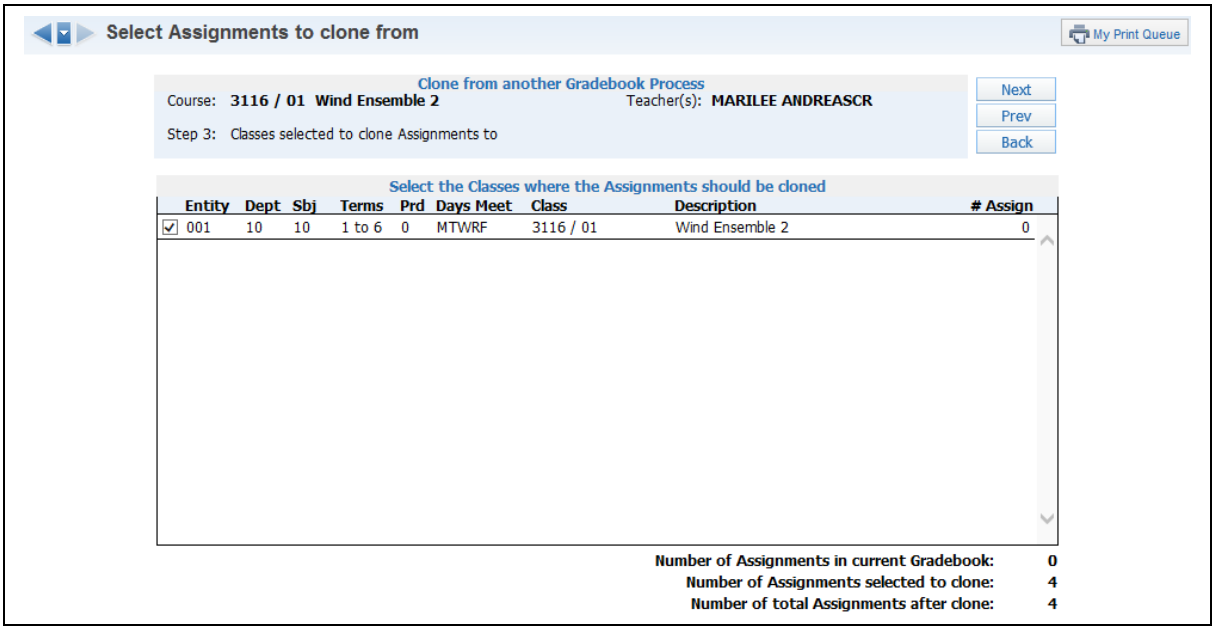


Year	Entity	Class	Description	Dept	Subj	Prd	Terms	# Assign
2013	002	9400 / 01	AG MECHANICS I	12	12	2	1 to 6	4
2013	001	2LA / 01	2 Lang Arts			0	1 to 6	36
2013	001	2READ / 01	2 Reading			0	1 to 6	2
2013	001	2SPEL / 01	2 Spelling			0	1 to 6	2
2013	001	2WRIT / 01	2 Writing			0	1 to 6	2
2013	001	3115 / 01	Wind Ensemble			1	1 to 6	0
2013	001	3116 / 01	Wind Ensemble 2	10	10	0	1 to 6	0
2013	001	Band I / 01	Band I			1	1 to 6	12
2008	102	2MATH / 53	MATHEMATICS 2	03	03	3	1 to 6	36
2008	102	2READ / 15	2READING	01	01	1	1 to 6	47
2008	102	2SCI / 52	SCIENCE 2	04	04	2	1 to 6	30
2008	102	2SOST / 54	SOCIAL STUDIES 2	05	05	4	1 to 6	28
2007	102	2LANG / 51	LANGUAGE ART 2	01	01	1	1 to 6	80

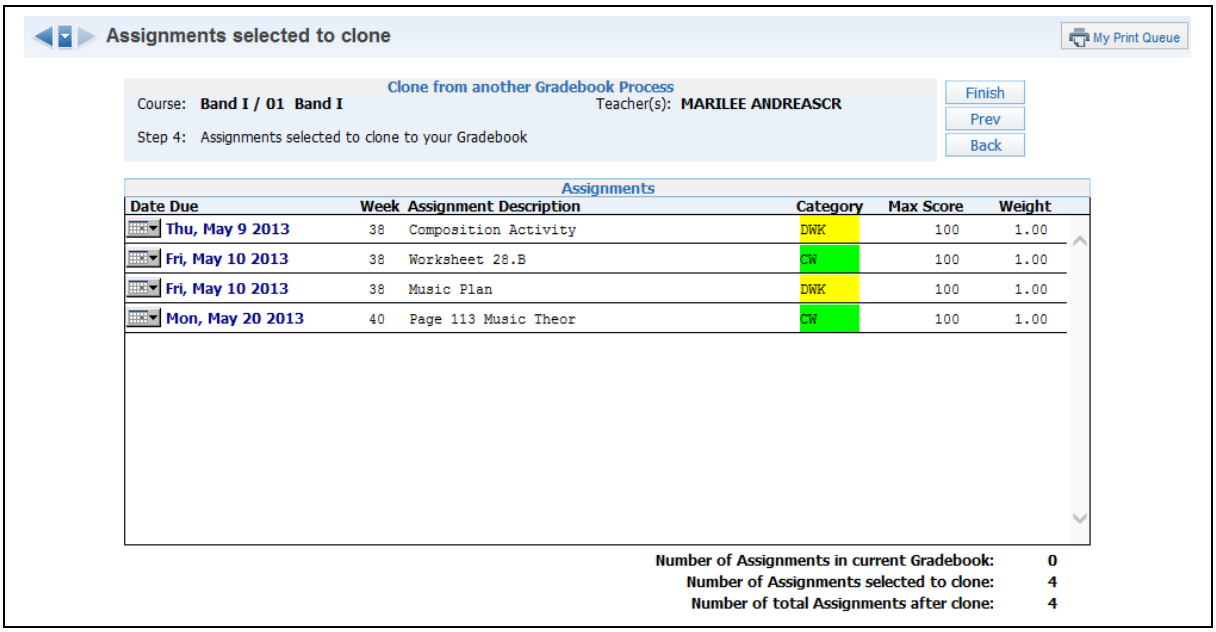
Step 1 – Select the Gradebook with the assignments you want cloned. You can select from a prior year Gradebook, current year Gradebook or another teacher's Gradebook. (You might not see the **Select Different Teacher** button depending on your district's configuration.) After selecting the Gradebook, click the **Next** button.



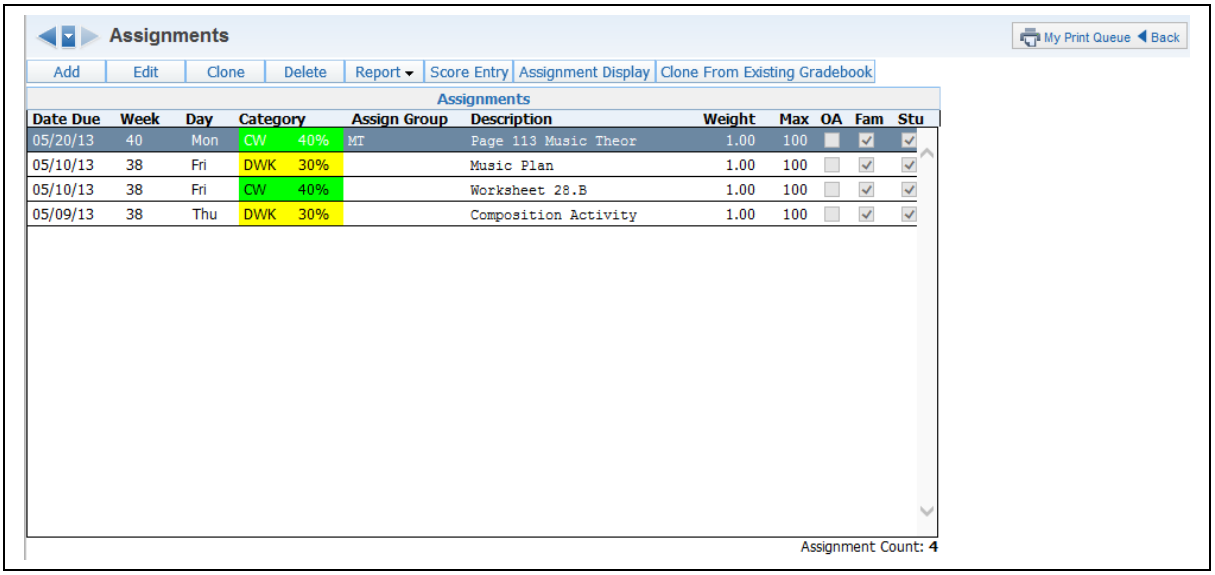
Step 2 – Select the assignments you want to clone. All assignments are defaulted to selected. You can click the **Uncheck All** button to select the assignments individually. You are only able to clone an assignment when you have the identical category assigned to your class. After selecting the assignments, click the **Next** button.



Step 3 – Select the class(es)to which you want the assignment cloned. After selecting the class(es), click the **Next** button.



Step 4 – You see the assignment(s) you selected in the previous step. This screen allows you to change the due date of the assignment(s). After verify the due dates of the assignment(s), click the **Finish** button.

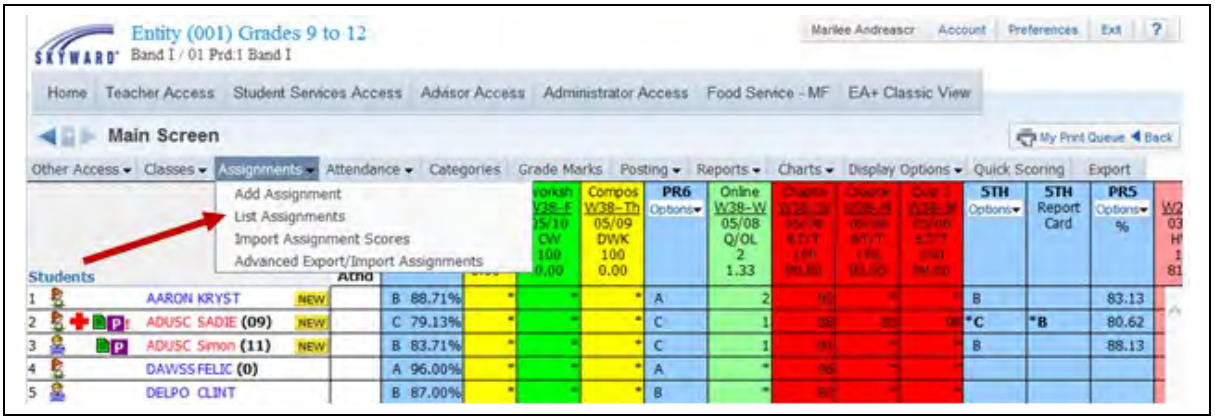


The assignment has now been cloned into the Gradebook.

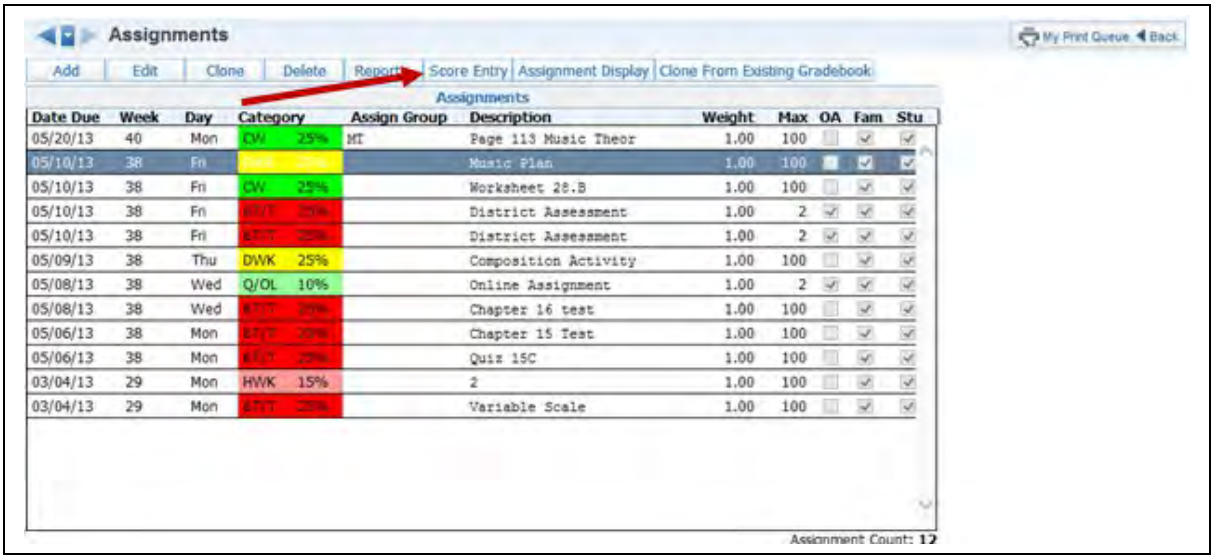
Scoring Assignments

List Assignment
Assignment Header (Show Assignment Score History)
Score Cell Entry
Quick Scoring
Single Student Scoring
Import Assignment Scores
Advanced Export/Import Assignment Scores
Why Assignment Scores are Bold on the Main Screen?

Scoring Assignment from List Assignments

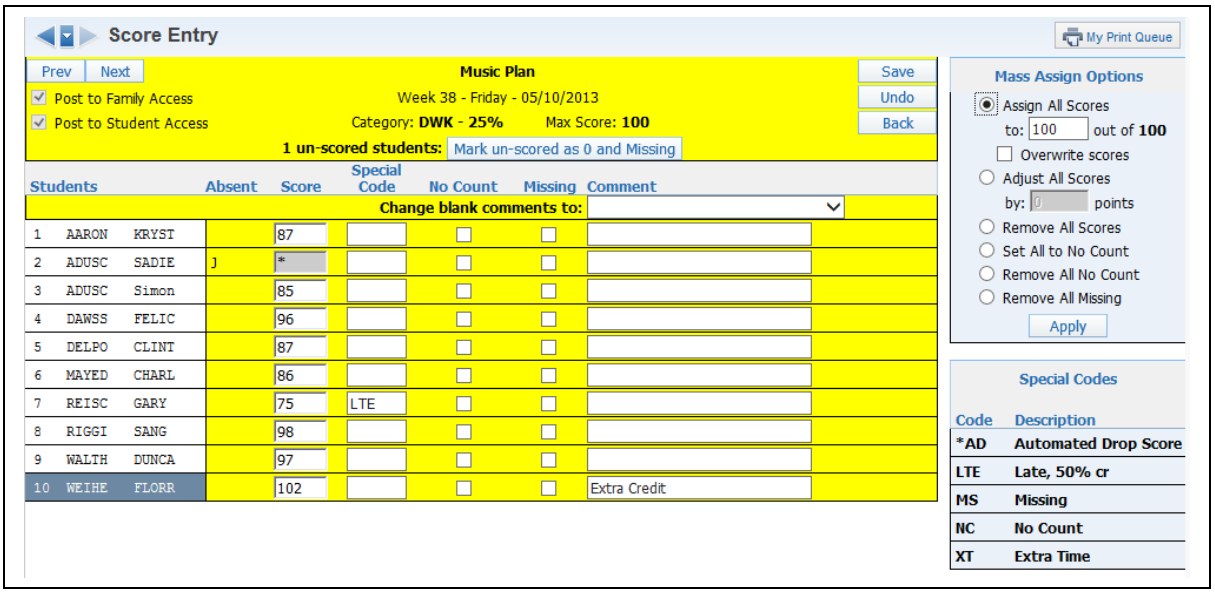


Select **List Assignments** from the Assignments tab.



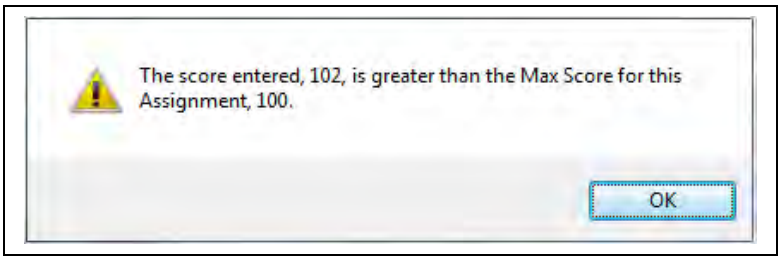
Highlight the assignment you want to score and click on the **Score Entry** button.

Score Entry



You can navigate through the fields by using the tab key to move across and the enter key to move down. Also you can use the arrow keys for field navigation on the screen.

Score: Enter the student's score for the assignment. In the Score field, you can enter the first letter of a student's last name to navigate to that cell. If you do not enter a score for a student, it does not count against the student's grade. When entering the scores, you can exceed the maximum score. If you exceed the maximum score, you will receive the following pop-up message:

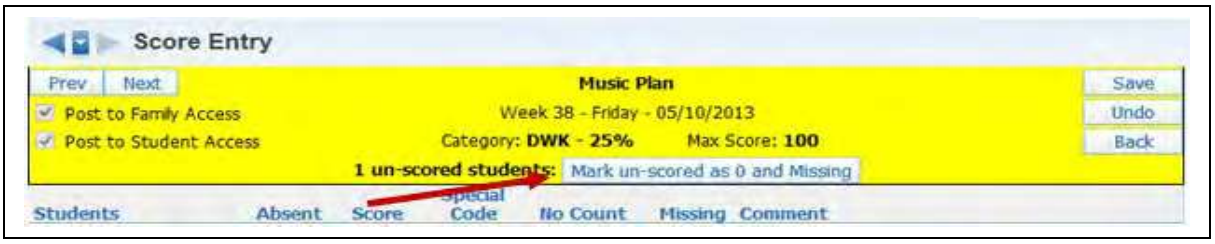


This warning message simply alerts you that you have exceeded the maximum score for the assignment. After you click **OK**, the score will display in the score entry cell and be used in calculations . If you do not want this message to display, you can disable the option in Assignment Display, found under the Display Options.

Special Code: These codes can help you determine why you gave the student that specific score. Special Codes are maintained at a district level by administrators. You can find a list of Special Codes on the right side of the screen.

No Count: You can use No Count if any student is exempt from the assignment. By using No Count, the assignment doesn't count for or against the student's grade.

Missing: You can use Missing to indicate that the assignment has not been turned in yet. By using Missing, the assignment doesn't count against the student's grade. In order for the grade to reflect the missing assignment, you will need to enter a score of zero (0).



Mark unscored as 0 and missing: After you have completed the scoring of an assignment, you can use this option to flag all students (who have an * in the score cell) as Missing and enter a zero in the score cell.

Comment: You can enter a free-form comment to help remember why a score was given or to record a comment regarding the student's work on an assignment. Every time you save a comment, it is added to the Assignment Comment Bank found in the Display Options.

Mass Assign Options

Assign all Scores to: Fill all students' score cells with the indicated score. If scores have been previously entered, and you wish to replace those scores with the new value, select **Overwrite Scores**.

Adjust All Scores: Modify all student scores by the indicated amount. The adjustment will work for both positive and negative values.

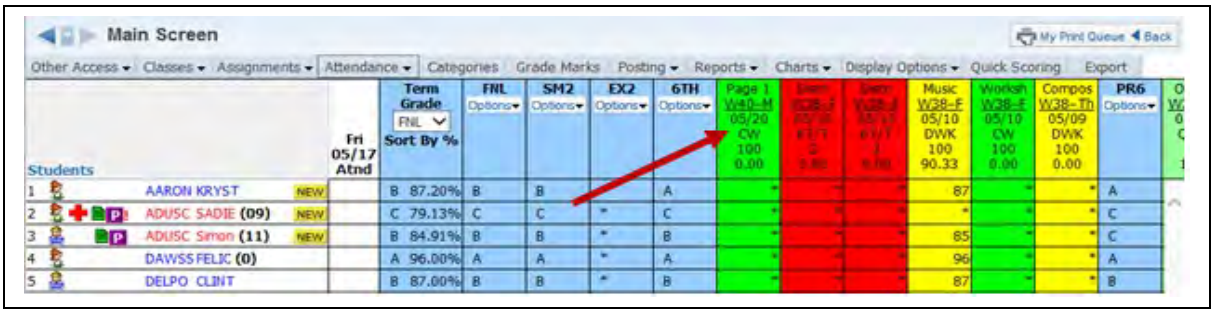
Remove All Scores: Deletes the assignment score for all students.

Set All to No Count: Selects the **No Count** field for all students. This could be used if you created an assignment for tracking purposes only (such as a pre-test). You want to record the scores but not have them count towards the student's grade.

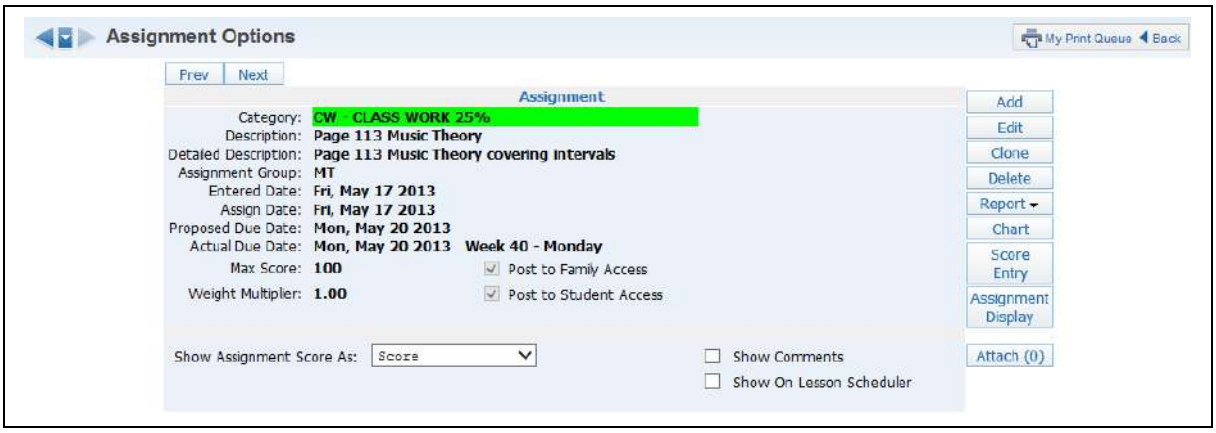
Remove All No Count: Removes the **No Count** field for all students.

Remove All Missing: Removes the **Missing** field for all students. If you no longer accept the assignment for a score, you can mass remove the missing field for the assignment.

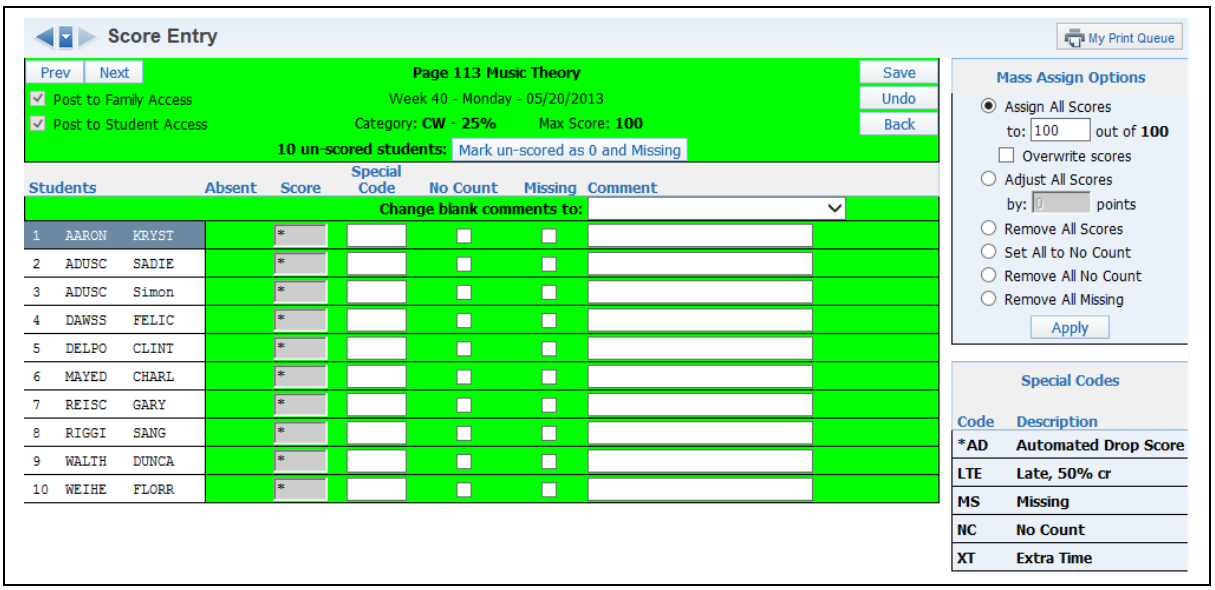
Scoring the Assignment from the Assignment Header



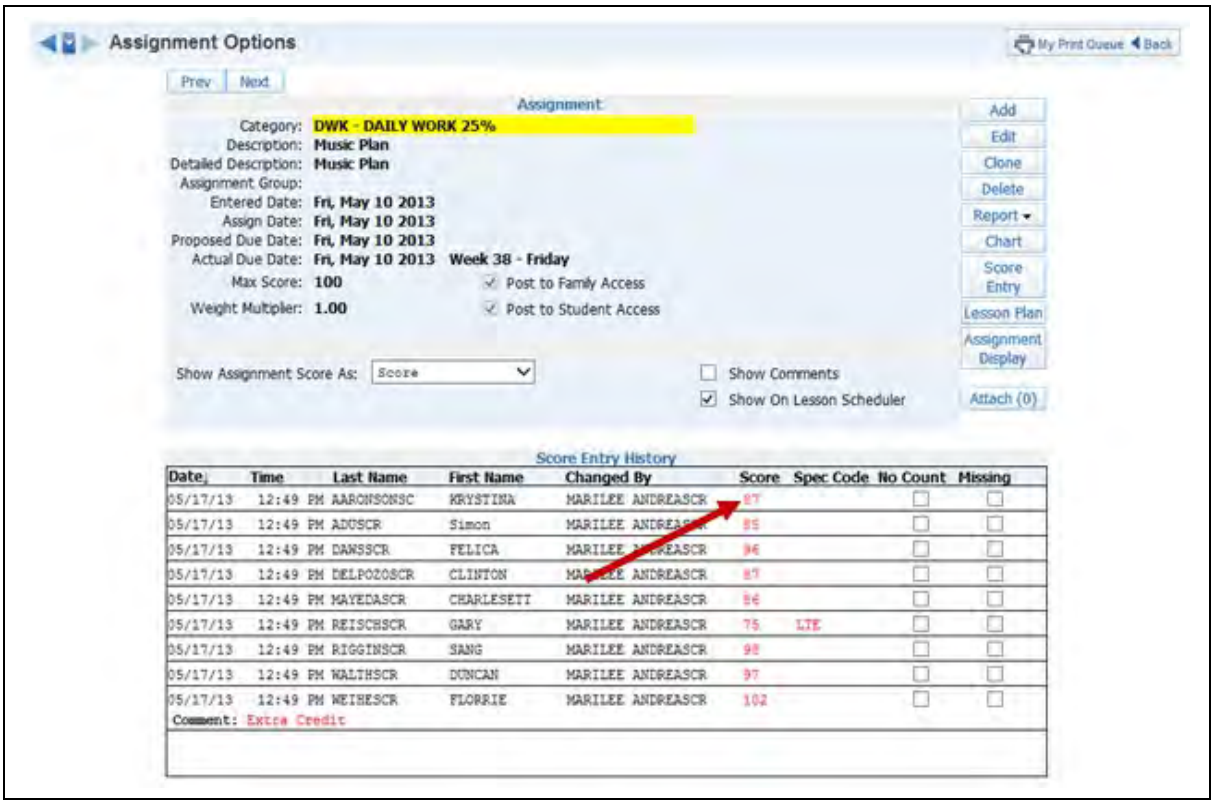
Click the **Assignment Header**.



The options you see in the Assignment Header (Add, Edit, Clone, Delete, Report, Score Entry, and Assignment Display) are the same options you see on the List Assignment screen. More information regarding these options can be found in the Assignment section of this guide. Click **Score Entry** to view the Score Entry screen.

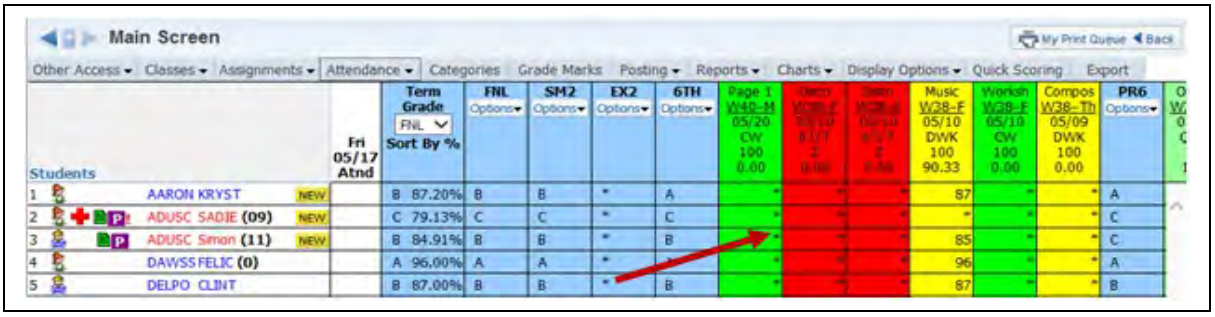


After selecting **Score Entry**, you see the Score Entry screen and Mass Assign options. If you have questions on the Score Entry screen, please refer to the previous section on Scoring Assignments from List Assignments.

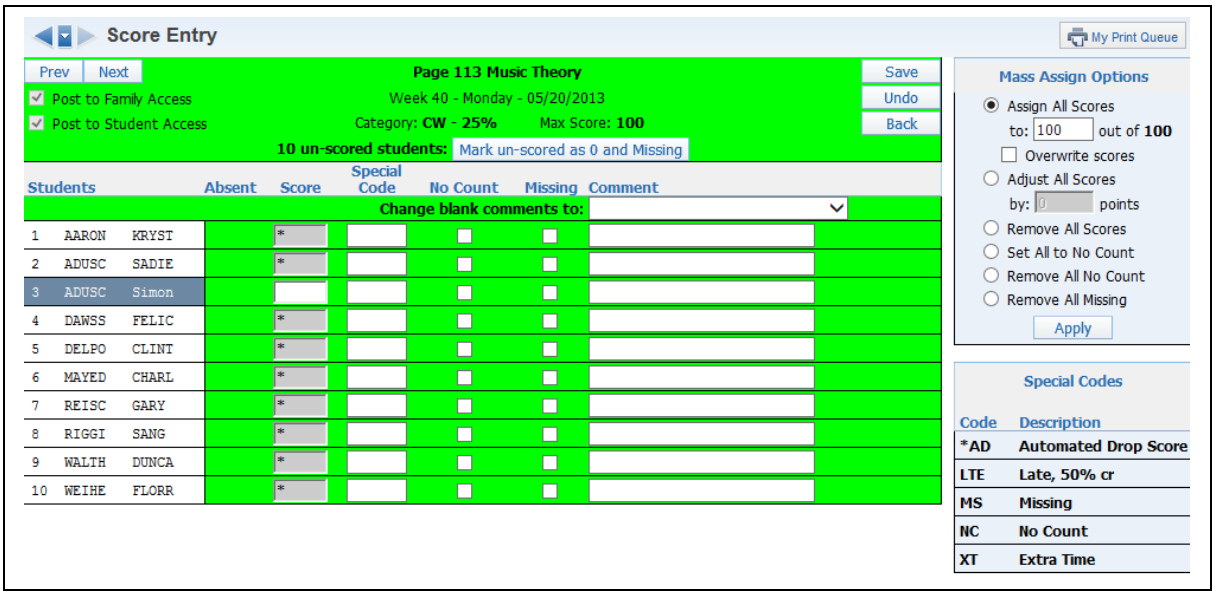


If you click the Assignment Header of an assignment with scores entered, the screen displays the score entry history. Any information displayed in red means that the information has been added/modified.

Scoring Assignments by Clicking on the Score Cell

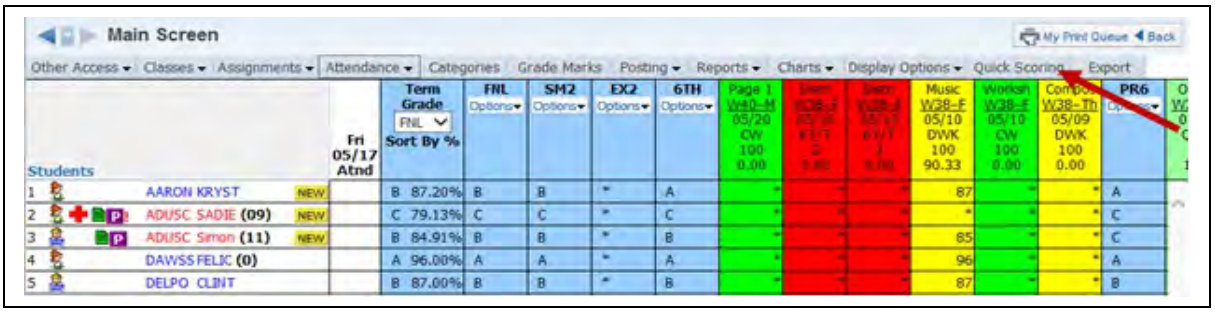


Click on either the * or the number in the score cell.

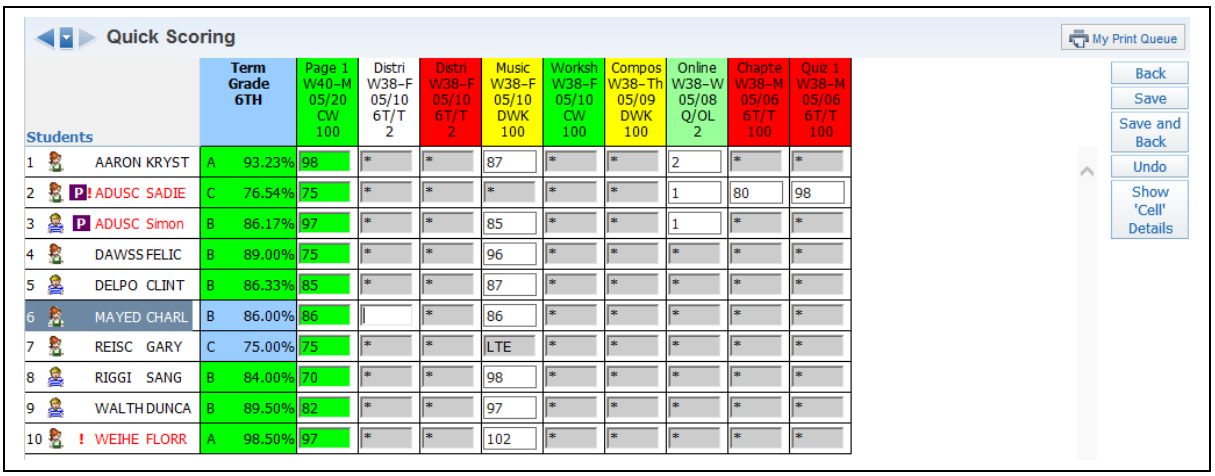


Clicking a student's score cell on the Gradebook Main Screen brings you to that student's score cell on the Score Entry screen. You can find more information about the Score Entry screen in the Scoring Assignment from List Assignments section of this guide.

Scoring Assignments from Quick Scoring

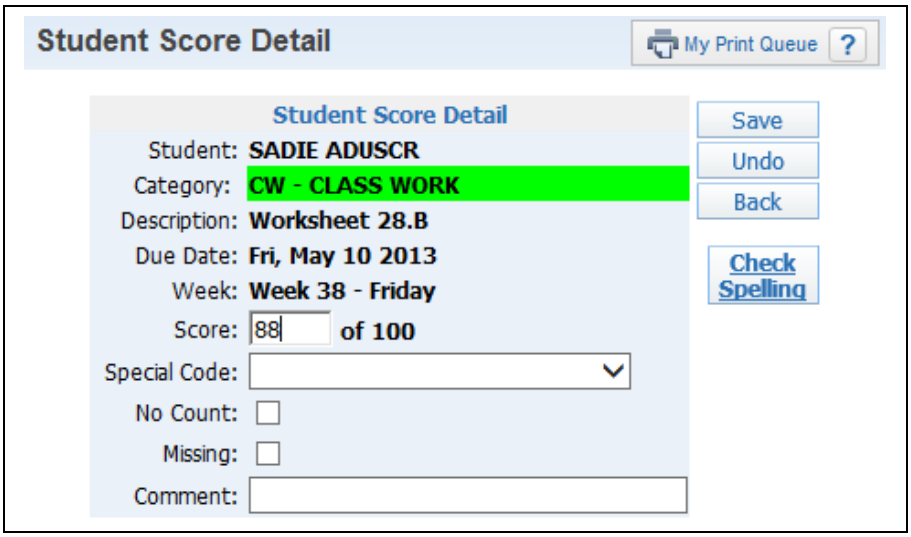


Select **Quick Scoring**.



The layout for this method of score entry is similar to a spreadsheet layout. All assignment scores may be entered/updated for the current grading period. You can navigate through the score cells by using the tab key to move across, the enter key to move down and the arrow keys to move in the indicated directions. Cells highlighted in green are scores that were modified. The term cells are highlighted in green because the student's term percentage changed when scores were entered/modified.

Double-Click on the Score Cell or **Click Show 'Cell' Details:** This allows you to enter the Score, a Special Code, No Count, Missing and a Comment.

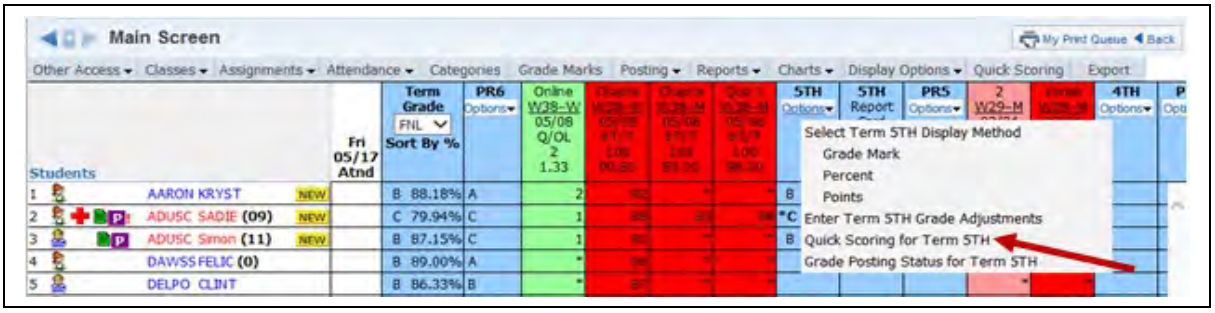


Back: Doesn't save the score entered. You receive a message stating that scores will not be saved.
Save: Allows the scored entered to be saved and then allows you to continue working in Quick Scoring.

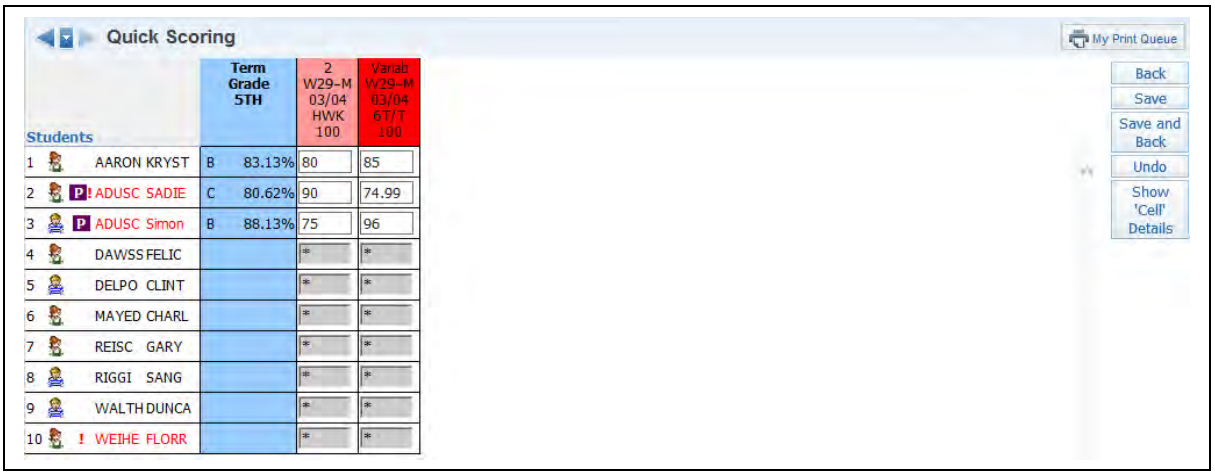
Save and Back: Allows the scores entered to be saved and then returns you to the Gradebook Main Screen.

Undo: Removes any scores entered.

Using Quick Scoring After Grading Period Ends

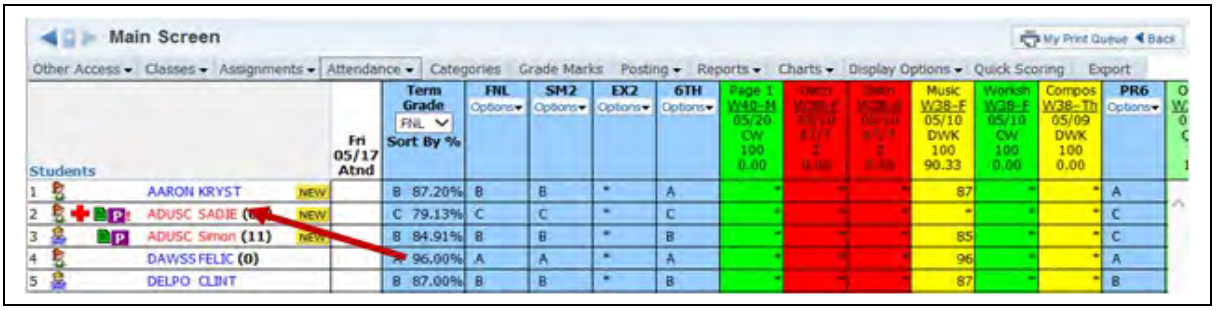


Select **Quick Scoring for Term XX** from the Term Options drop-down menu. This option would be used when you are beginning the next grading period, but are finishing up grades for a prior term.

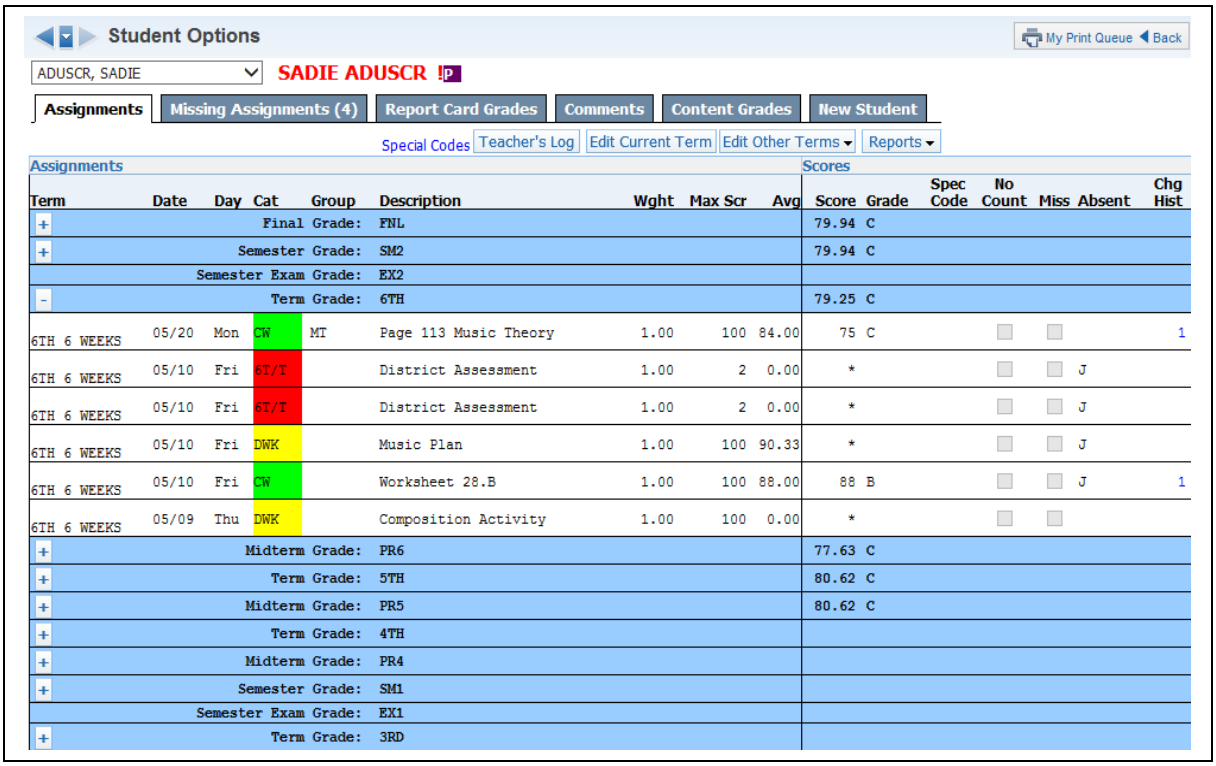


All the standard functionality is available on the Quick Scoring screen. You can find more information about the Quick Scoring feature in the Scoring Assignment Using Quick Scoring section of this guide.

Scoring Assignment through Single Student Scoring



Click the **Student's Name**.

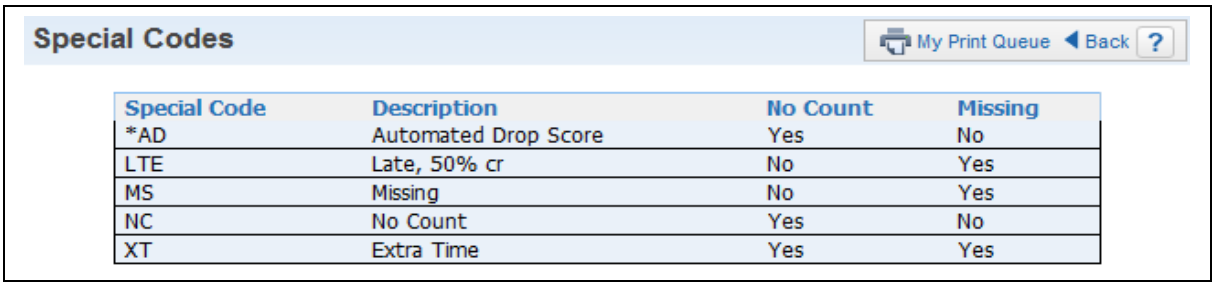


You have four different tabs of information in the Single Student view.

Assignments

The Assignments tab displays all assignments for the grading periods displayed in the gradebook. This is a great tool for parent-teacher conferences.

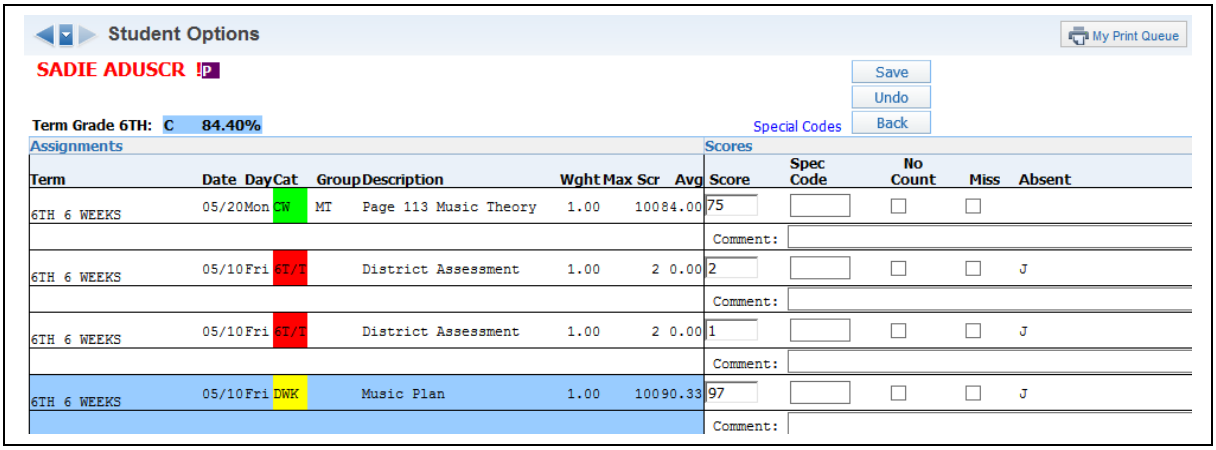
Special Codes: Displays a listing of the Special Codes that may be used in the gradebook.



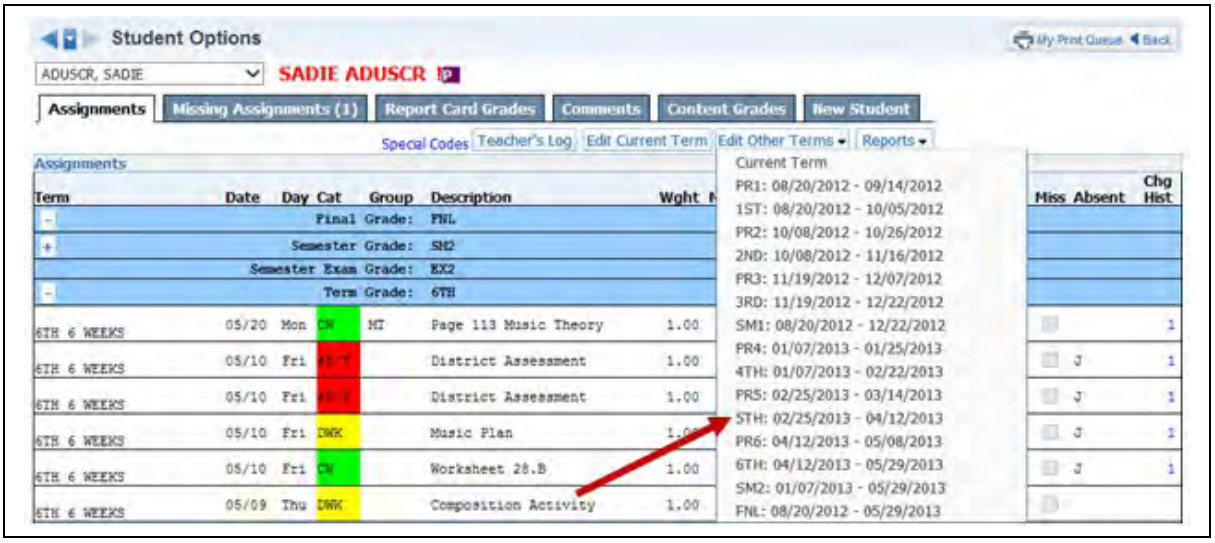
Special Code	Description	No Count	Missing
*AD	Automated Drop Score	Yes	No
LTE	Late, 50% cr	No	Yes
MS	Missing	No	Yes
NC	No Count	Yes	No
XT	Extra Time	Yes	Yes

Teacher's Log: Allows you to enter a note concerning the student. You can find more information regarding the Teacher's Log in the Tools area of this guide.

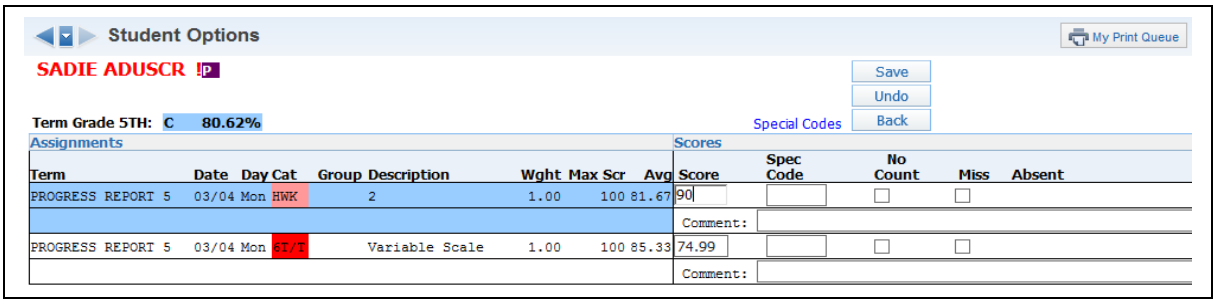
Edit Current Term: Allows you to enter scores, special codes, no count, missing and comments for the current term assignments for the selected student.



Edit Other Terms: Allows you to enter scores, special codes, no count, missing and comments for another term. The terms that display in this drop-down list depend upon configuration settings determined by administrators.

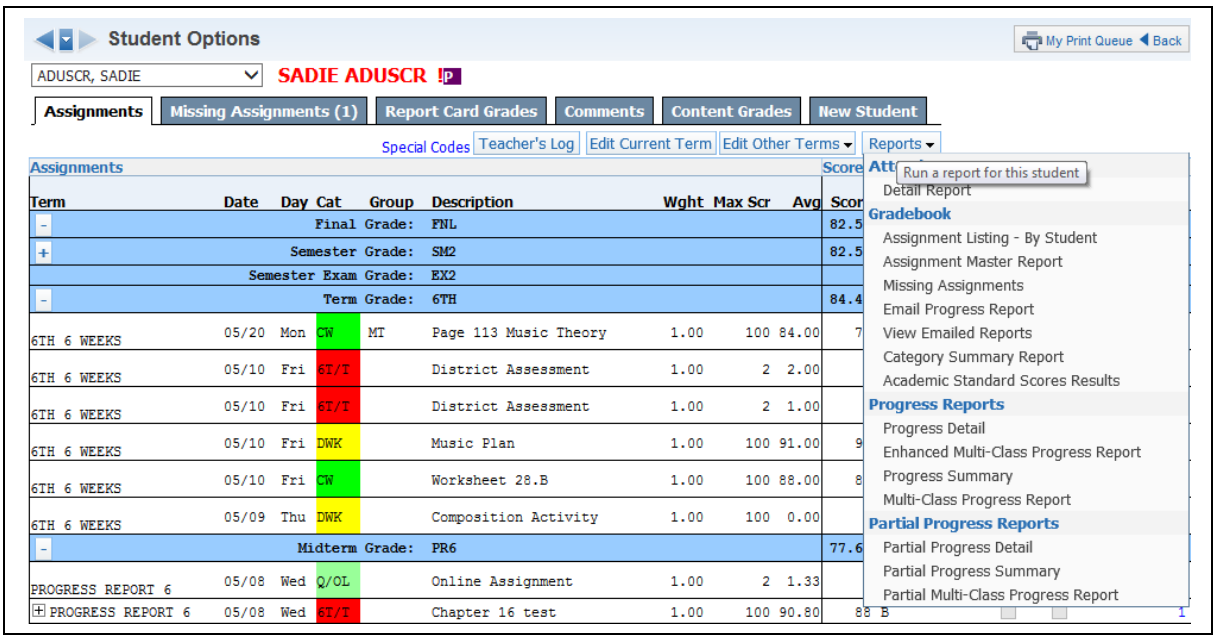


Select a grading period.

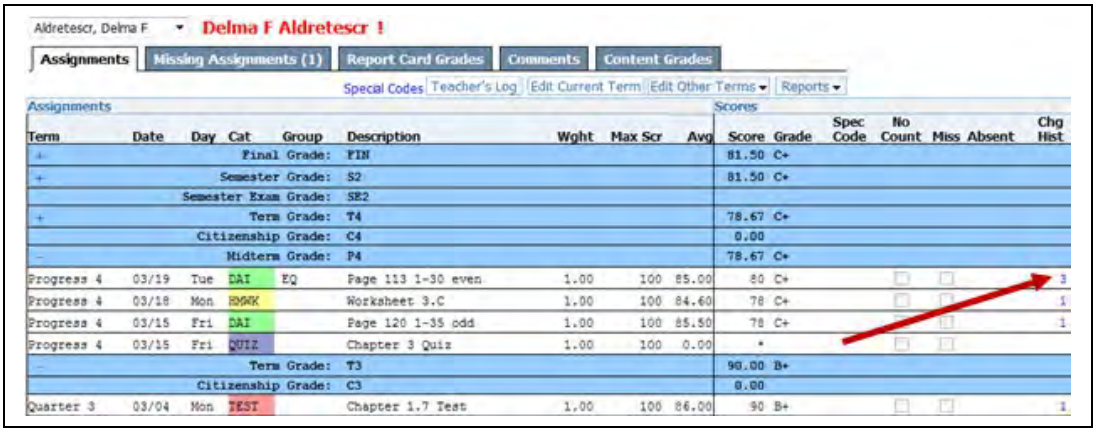


You now can enter the score, a special code, no count, missing and comments for the assignments in the selected term.

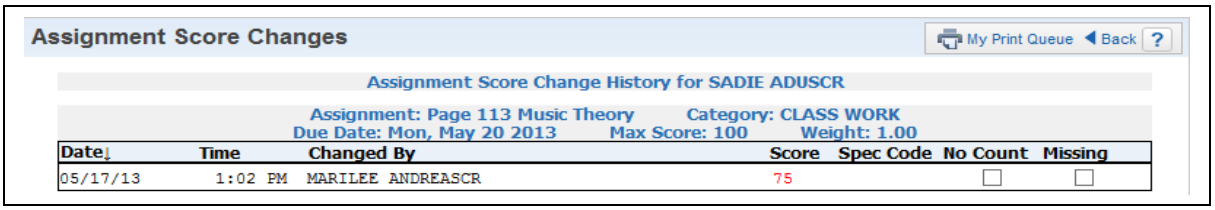
Reports: Allows you to generate an attendance report, gradebook report, progress report or partial progress report for the selected student. You can find more information regarding the available reports in the Reports section of this guide.



Score Change History: Allows you to view the score change history for an individual assignment for a student.



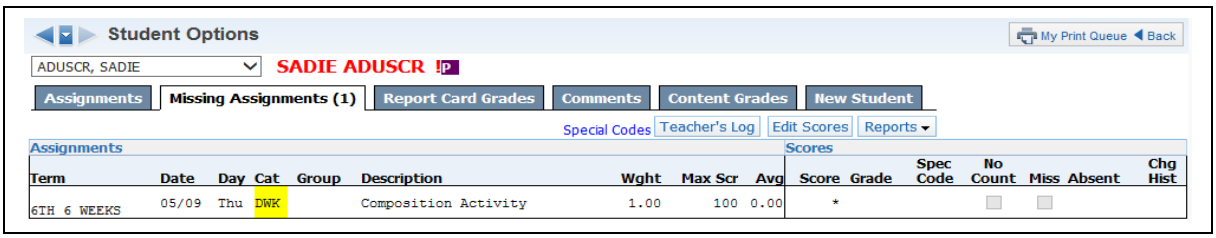
Click the number to the right of the assignment. The number signifies the number of score changes.



Score information displayed in red are the changes.

Missing Assignment

The Missing Assignment tab displays any assignment that is either flagged as missing or is unscored (*) and past the due date.



Scores can be entered for missing assignments by clicking on the **Edit Scores** button.

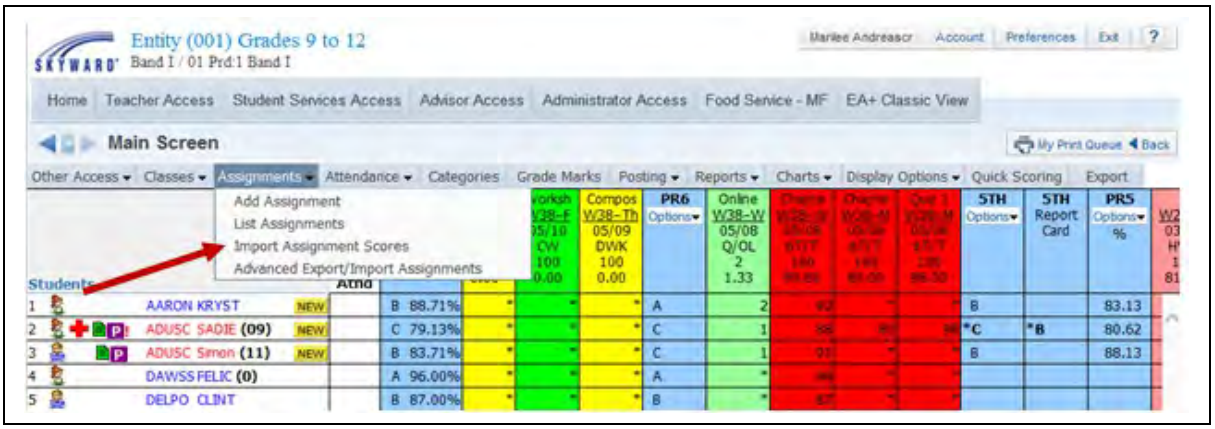
Report Card Grades

The Report Card Grades tab displays the Gradebook Grade and the Posted Grade. It will also show posting history. More information regarding the Report Cards Grades tab can be found in the Posting Grades section of this guide.

Comments
The Comments Tab allows for the entry of report card comments. You can find information regarding the entry of comments from the Comment tab in the Getting Reading for Grade Posting section of this guide.

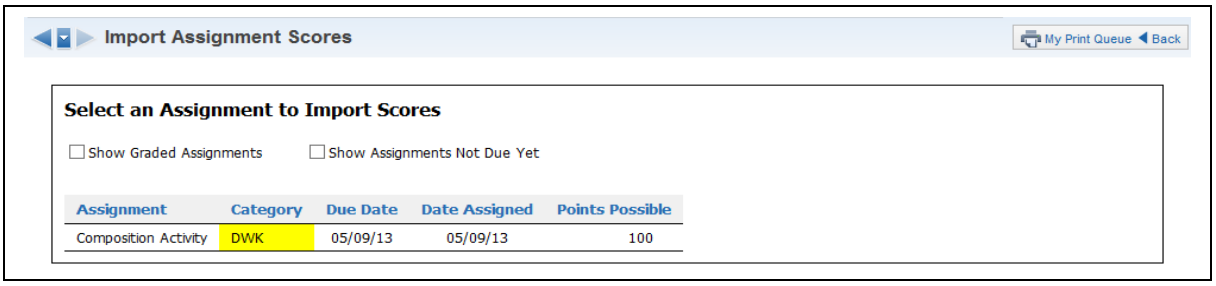
Content Grades
You can view grades for benchmarks or standards attached to assignments in the Content Grades tab. More information regarding the Content Grades can be found in the Setup Options section of this guide.

Import Assignment Scores



Import Assignment Scores allows you to import scores from a .csv file for an existing assignment. The file must be in the following format:

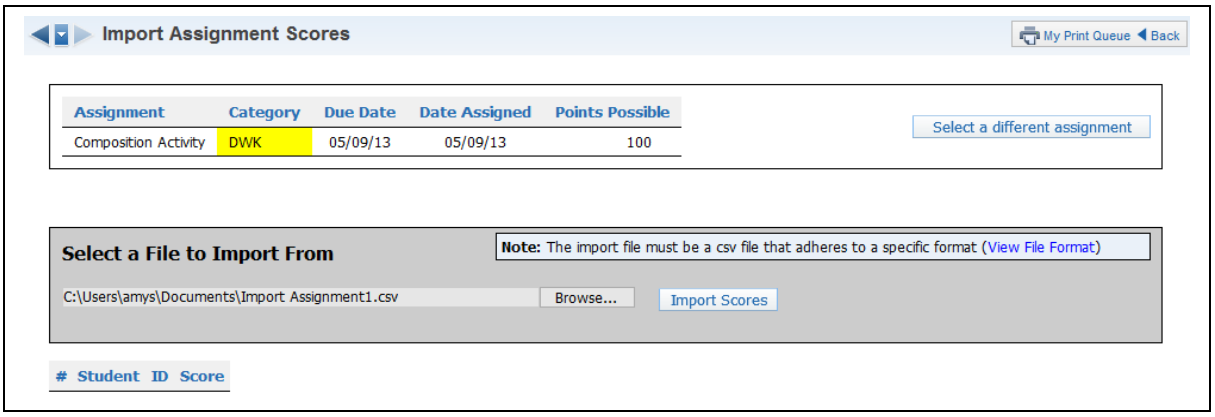
Required File Format			Close
Last Name	First Name	ID	
[Last Name]	[First Name]	[Other ID]	[Score]
[Last Name]	[First Name]	[Other ID]	[Score]
[Last Name]	[First Name]	[Other ID]	[Score]
[Last Name]	[First Name]	[Other ID]	[Score]
...Repeat for each student			



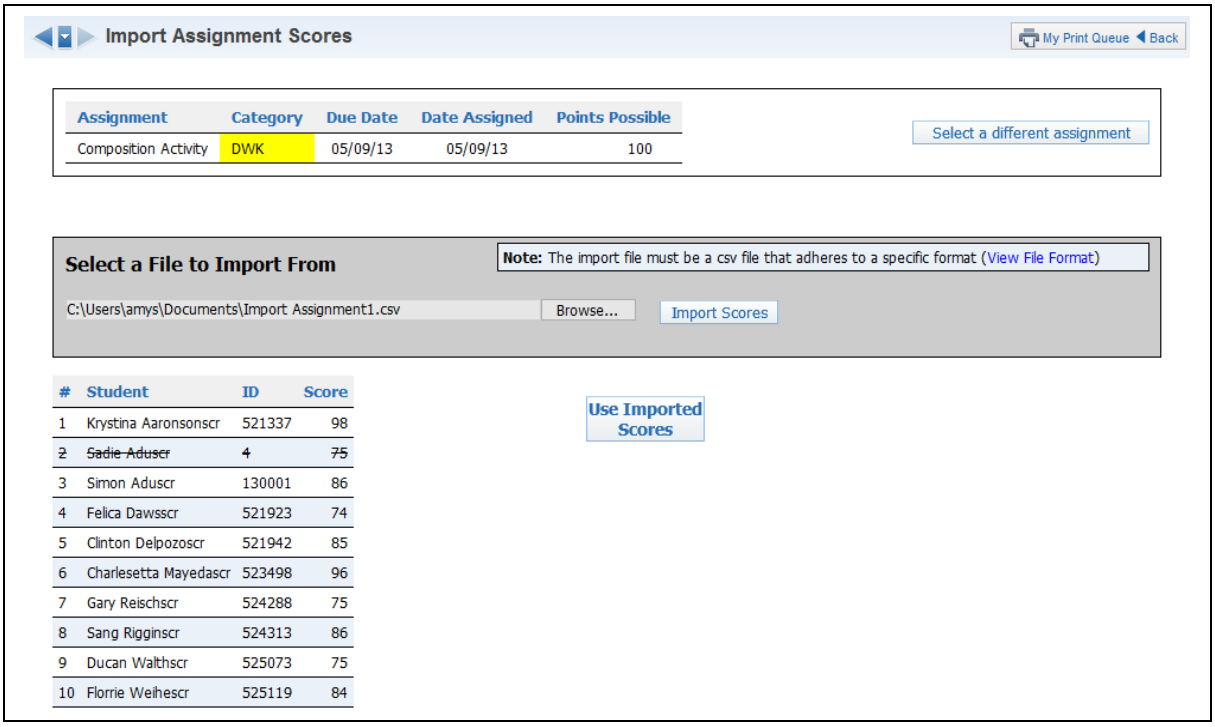
Step 1 – Select the assignment for which you want to import scores.

Show Graded Assignments: Displays assignments where scores have been entered

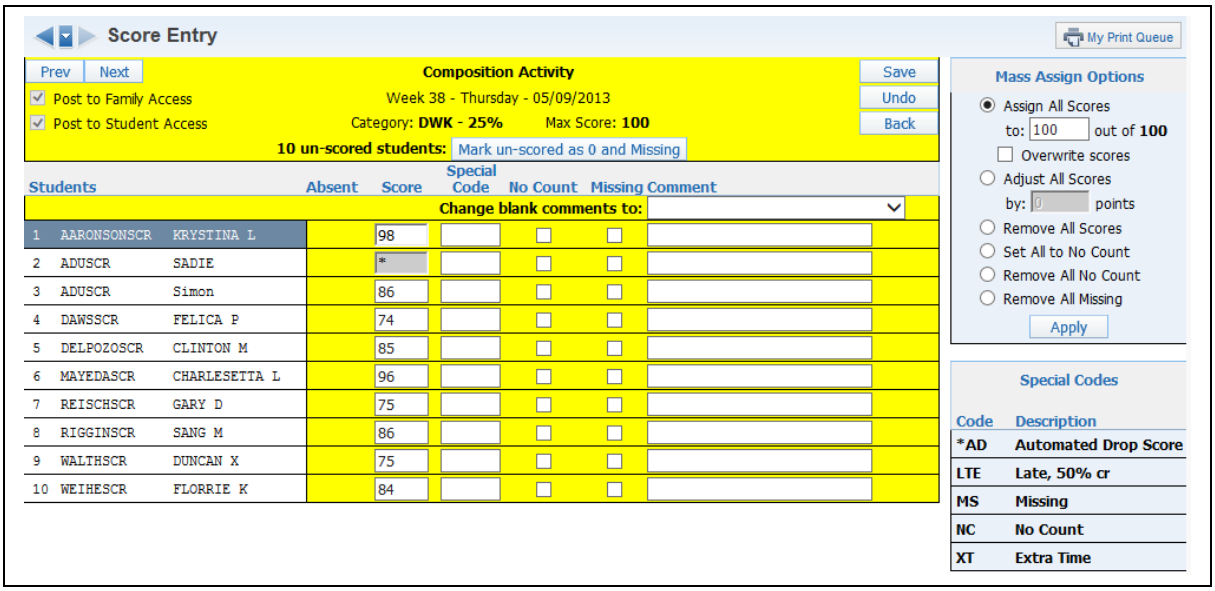
Show Assignments Not Due Yet: Displays assignments with a future due date



Step 2 – Browse to the location of the .csv file containing the scores and then click **Import Scores**.



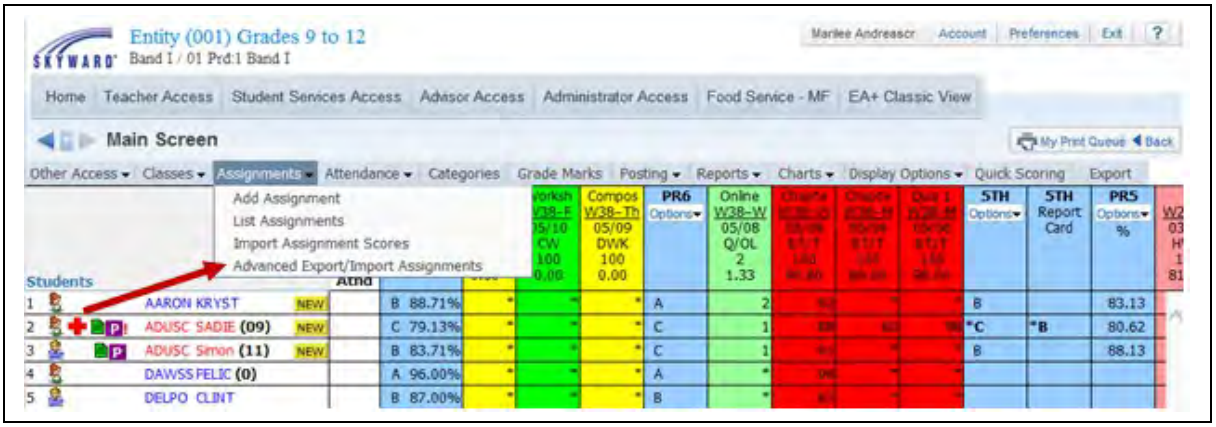
Step 3 – If the file is in the correct format, the students' names, other IDs and scores will display. After verifying the student information, click the **Use Imported Scores** button.



Step 4 - The Score Entry Screen allows for the modification of scores and the entry of special codes, no count, missing and assignment comments.

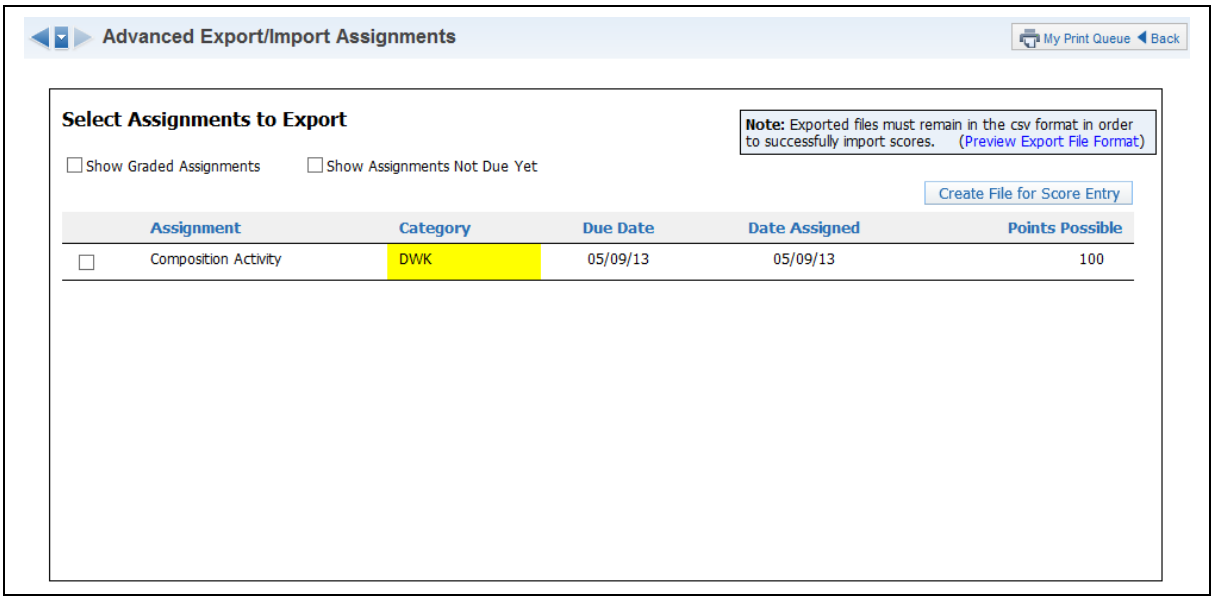
Advanced Export/Import Assignments

Advanced Export/Import Assignments allows you export a .csv file of selected assignment(s). After entering the scores for the assignment(s), you can then import the .csv file back into the gradebook.



Select **Advanced Export/Import Assignments**.

Exporting Assignment(s)



Step 1 - Select the assignment(s) you want to export.

Show Graded Assignments: Displays assignments where scores have been entered

Show Assignments Not Due Yet: Displays assignments with a future due date

Step 2 - Click on the **Create File for Score Entry** button.

	A	B	C	D	E	F	G	H	I
1	Gradeboo	Band I / 01	Gradeboo	27465					
2									
3	Assignme	Compositi	Assignme	144737					
4	Category:	DWK							
5	Due Date:	5/9/2013	Max Score	100					
6	Id	Student		Score	Special Cc	No Count(	Missing(X	Comment	
7	4440	KRYSTINA AARONSONSCR							
8	9635	SADIE ADUSCR							
9	9795	Simon ADUSCR							
10	1265	FELICA DAWSSCR							
11	5678	CLINTON DELPOZOSCR							
12	6076	CHARLESETTA MAYEDASCR							
13	9502	GARY REISCHSCR							
14	3333	SANG RIGGINSCR							
15	7521	DUNCAN WALTHSCR							
16	9545	FLORRIE WEIHESCR							

This is a sample of the .csv export displaying the format for multiple assignments.

Importing Assignment(s)

The file must remain in the following format:

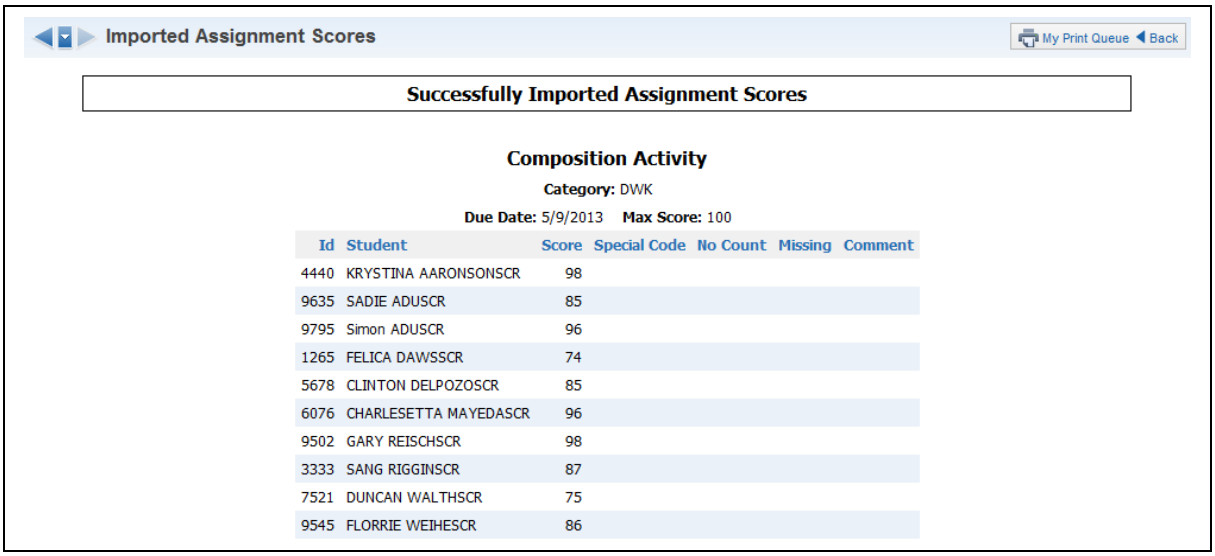
Export File Format Preview — **Close**

Gradebook:	[Gradebook Name]	Gradebook Id:	[Gradebook Id]				
Assignment:	[Assignment 1 Name]	Assignment Id:	[Assignment 1 Id]				
Category:	[Category Name]						
Due Date:	[Due Date]	Max Score:	[Max Score]				
Id	Student		Score	Special Code	No Count(X)	Missing(X)	Comment
[Student 1 Id]	[Student 1 Name]		**[Enter score]**	**[Spec. Code]**	**[X = Yes]**	**[X = Yes]**	**[Comment]**
[Student 2 Id]	[Student 2 Name]		**[Enter score]**	**[Spec. Code]**	**[X = Yes]**	**[X = Yes]**	**[Comment]**
Assignment:	[Assignment 2 Name]	Assignment Id:	[Assignment 2 Id]				
Category:	[Category Name]						
Due Date:	[Due Date]	Max Score:	[Max Score]				
Id	Student		Score	Special Code	No Count(X)	Missing(X)	Comment
[Student 1 Id]	[Student 1 Name]		**[Enter score]**	**[Spec. Code]**	**[X = Yes]**	**[X = Yes]**	**[Comment]**
[Student 2 Id]	[Student 2 Name]		**[Enter score]**	**[Spec. Code]**	**[X = Yes]**	**[X = Yes]**	**[Comment]**

Select a CSV File to Import From

C:\Users\amys\Documents\Band_I-01.csv Browse... Import Scores From File

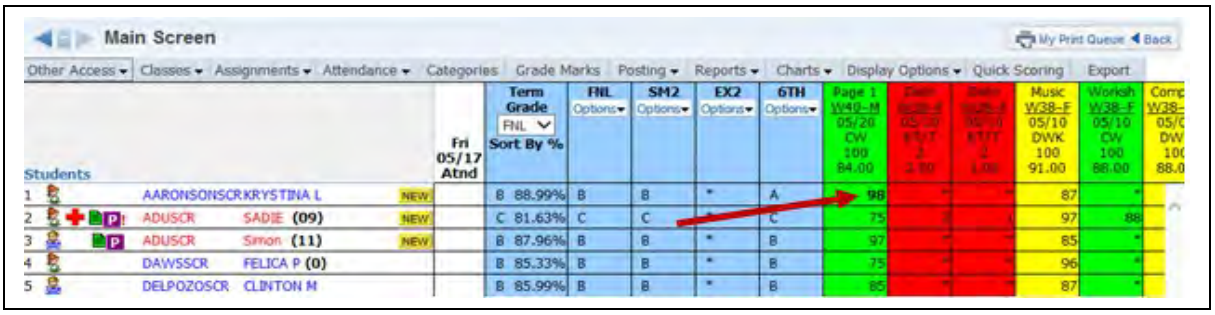
Locate the .csv file with the score(s) and then click **Import Scores from File**.



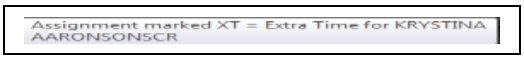
Id	Student	Score	Special Code	No Count	Missing	Comment
4440	KRYSTINA AARONSONSCR	98				
9635	SADIE ADUSCR	85				
9795	Simon ADUSCR	96				
1265	FELICA DAWSSCR	74				
5678	CLINTON DELPOZOSCR	85				
6076	CHARLESETTA MAYEDASCR	96				
9502	GARY REISCHSCR	98				
3333	SANG RIGGINSCR	87				
7521	DUNCAN WALTHSCR	75				
9545	FLORRIE WEIHESCR	86				

After selecting **Import Scores for File**, the system shows the assignments imported successfully.

Why Are Assignment Scores Bold on the Gradebook Main Screen?



Assignment scores are in bold either because the score is flagged as Missing or as No Count.

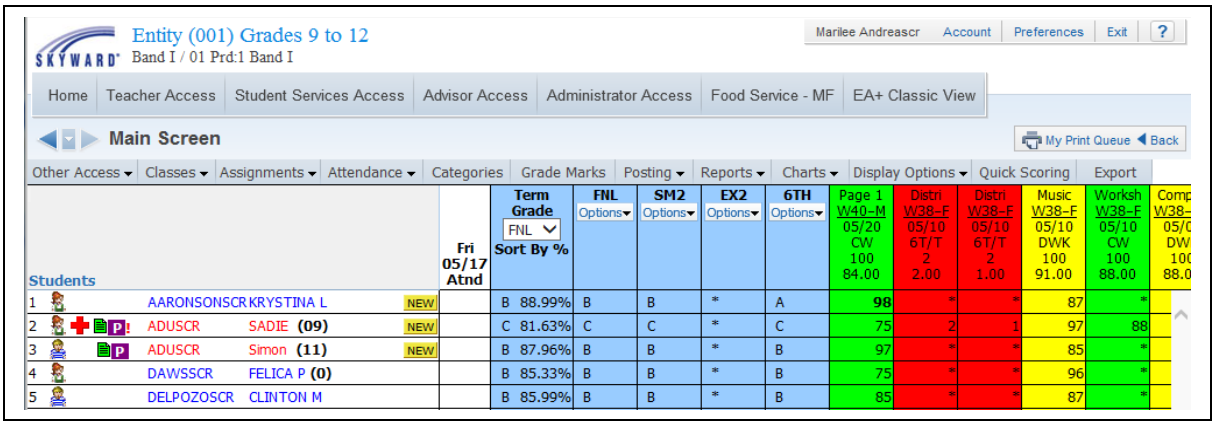


If you hover over the bold score, you will receive a pop-up message showing why the score is in bold.

Getting Ready for Grade Posting

Grade Adjustments
Comment Entry through Post Grades tab
Comment Entry through Single Student Display
Grade Posting Status
Semester/Final Exam Score Entry
Semester/Final Grade Calculation Formula

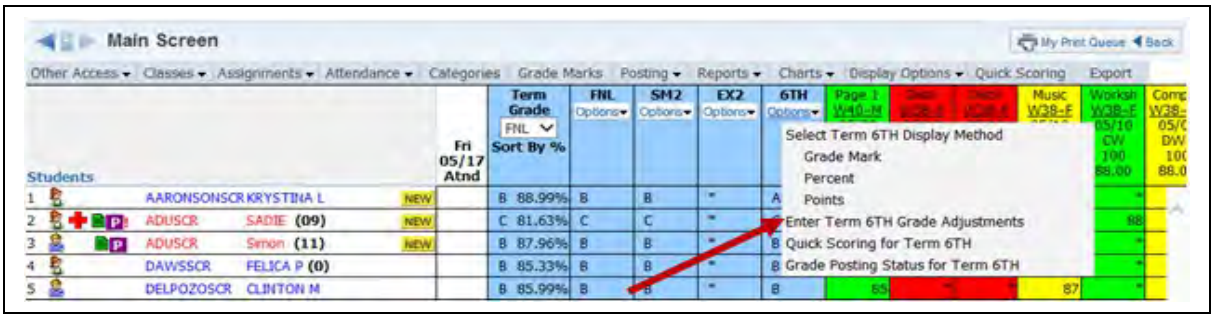
Verify the Student's Grades (Anything in the blue term columns will post)



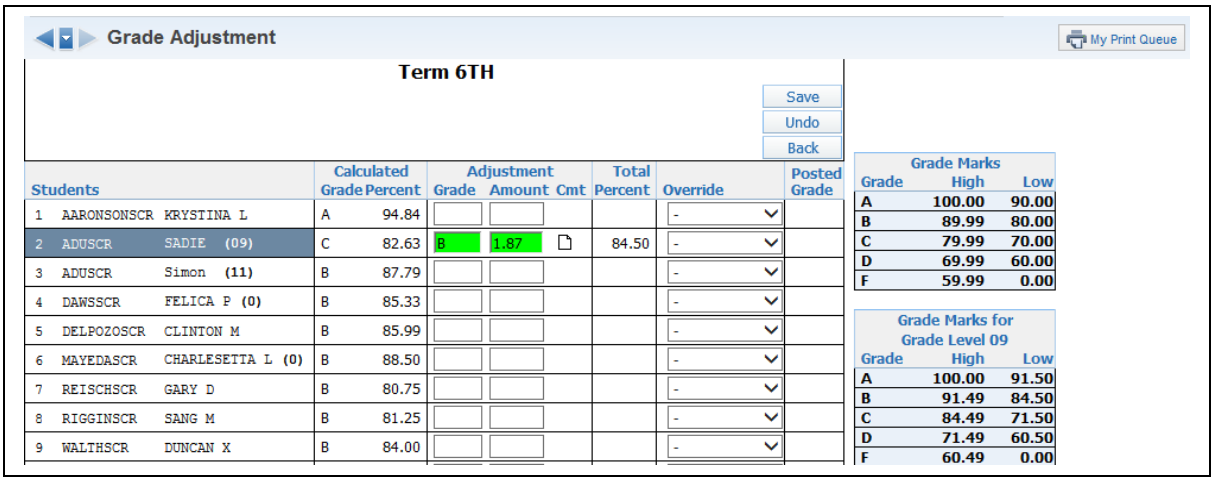
Grade Posting is the process that copies the grades calculated in the Gradebook to the appropriate Grade Buckets so the administrative office can run reports (including Report Cards). When you are getting ready for Grade Posting and go into the Gradebook to review the grades, note that values in the blue columns will post as long as the Grade Bucket is tied to an open Grading Period.

Grade Adjustments

Grade Adjustments allow you to "bump" up or down a student's grade for the class. The capability to enter Grade Adjustments is controlled at the district level, so you may not have the capability to enter any adjustments or to enter negative adjustments ("bump" down a student's grade). Grade adjustments are a value added to the student's overall percentage grade that causes the posted grade to fall within a new percentage range in the Grade Mark Group. Adjustments can be entered only for term, semester and/or final grades, not for mid-term/progress report grades.

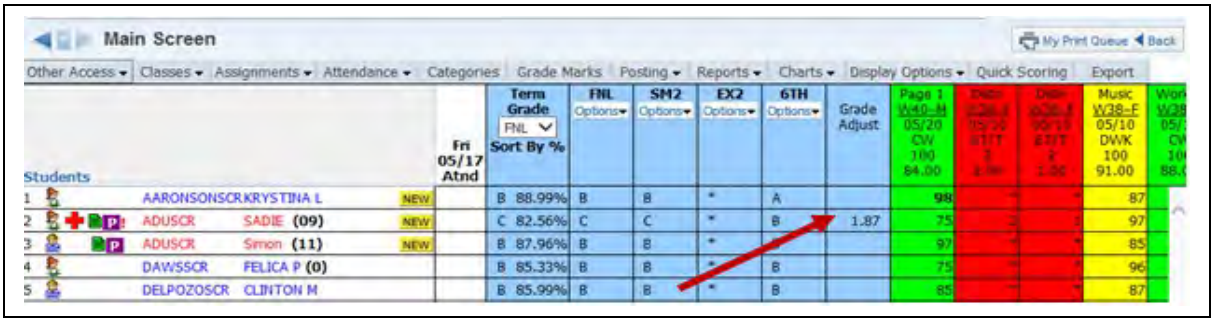


Click the **Options** button under the Term, Semester, or Final grade for which you wish to make an adjustment. Then click the link to **Enter Term XX Grade Adjustments**. In the example above, the T4 grade is being adjusted.



This is the Grade Adjustment Entry screen. This is where you enter your desired Adjustments. In the **Grade** column, you can enter the Grade you want the student to have, or you can use the **Amount** column to enter the number of percentage points for adjusting the grade. In the example above, the student has a failing grade, but was close to a D-, so a D- was entered in the Grade column. Then the appropriate percentage is filled in for the Amount column. The **Total Percent** now shows the student's Adjusted Percentage.

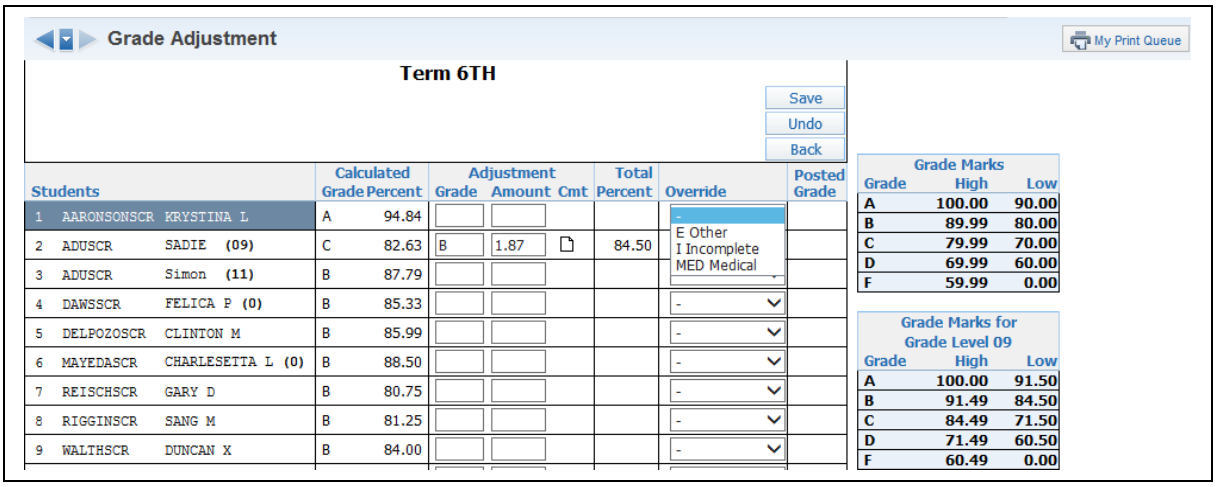
You can click the note icon in the **Cmt** column to enter a note that will display in Family Access to explain why the Adjustment was entered. When all Adjustments are entered, click **Save**.



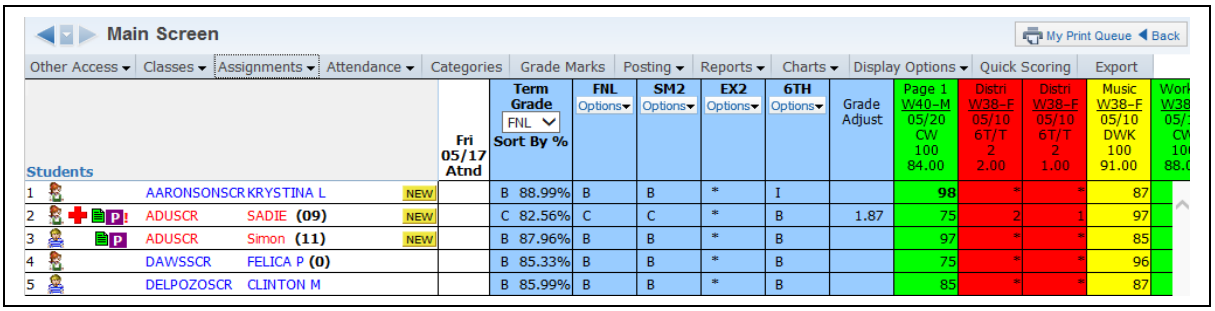
As you see here, a new column will display on the Gradebook Main screen when Adjustments have been entered. Every bucket with an Adjustment now displays a Grade Adjust column. To modify an Adjustment that has been entered, you can click the appropriate cell in the Grade Adjust column to pull up the Grade Adjustment screen.

Grade Mark Overrides

Grade Mark Overrides are used to change a student's calculated grade to an entirely different grade mark that is not part of the Grade Mark Group. This is often used to mark a student's grade as "I – Incomplete," or "M – Medical." Others may be set up by your district for you to choose from. These are assigned using the Grade Adjustment screen.

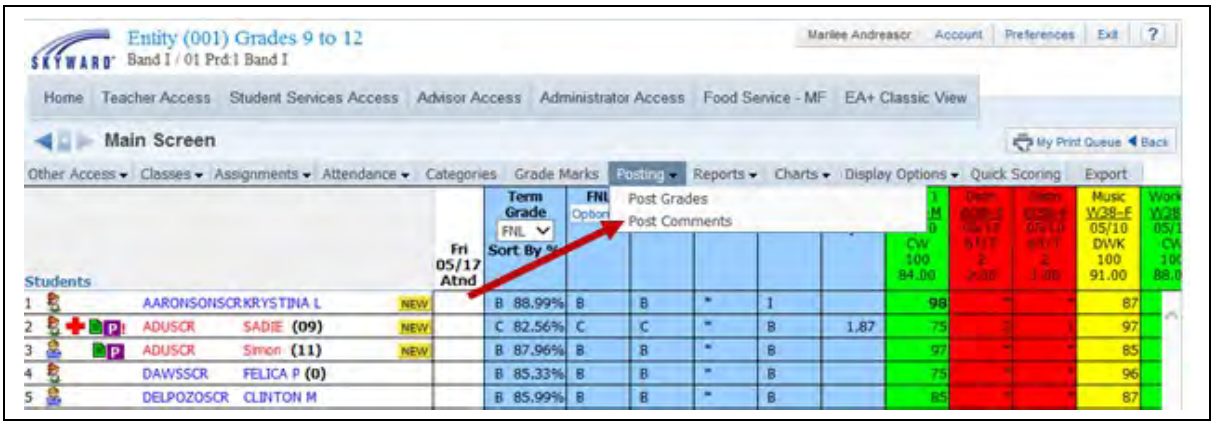


Click the drop-down option under the **Override** column to assign the correct Grade Mark for the student. This is the grade that will be sent to the office during posting. When all Adjustments and/or Overrides have been entered, click **Save**.

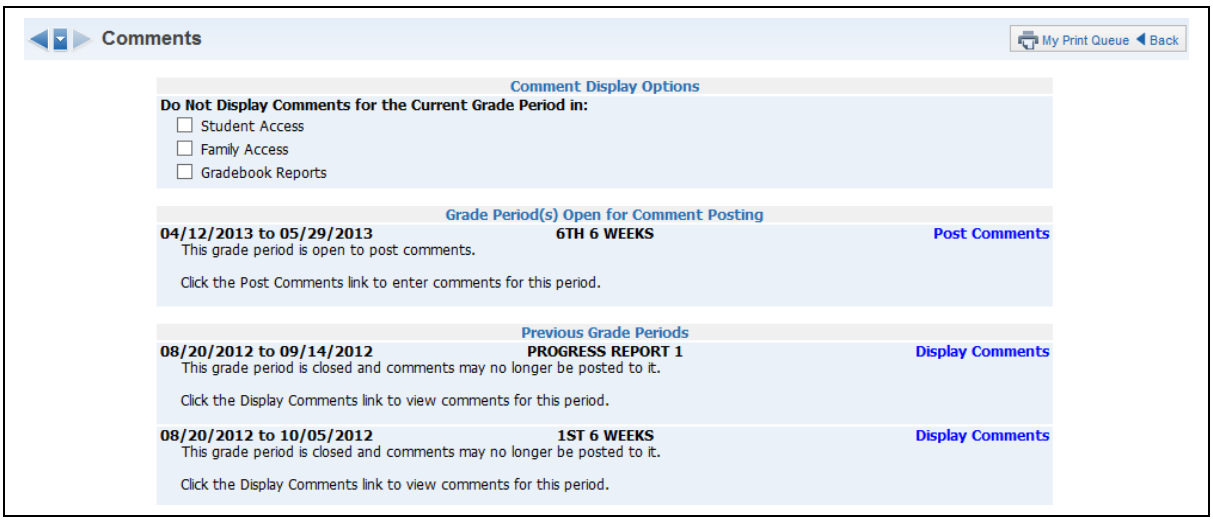


You can see the "S" Grade Mark Override now showing as the student's T4 Grade.

Post Comments for Entire Class

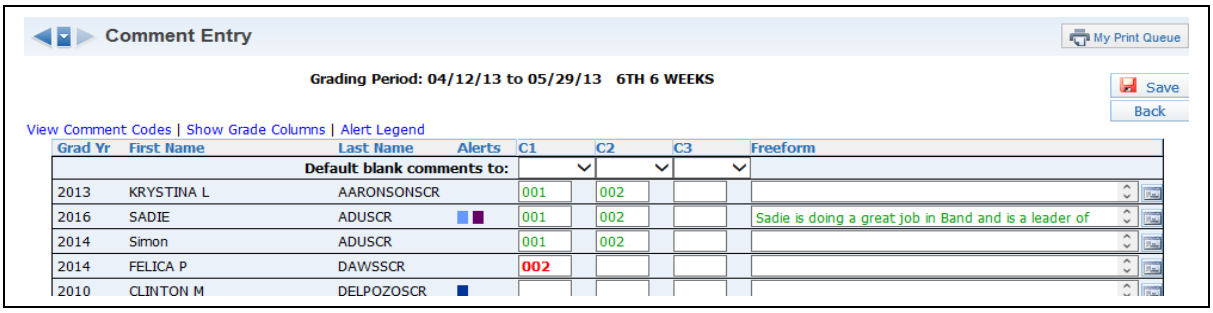


You can enter Comments for students for each Grading Period. The comments can then be pulled into a report card to be sent home. They can also be viewed by guardians in Family Access. To enter comments to be posted, click **Post Comments** under the **Posting** tab.



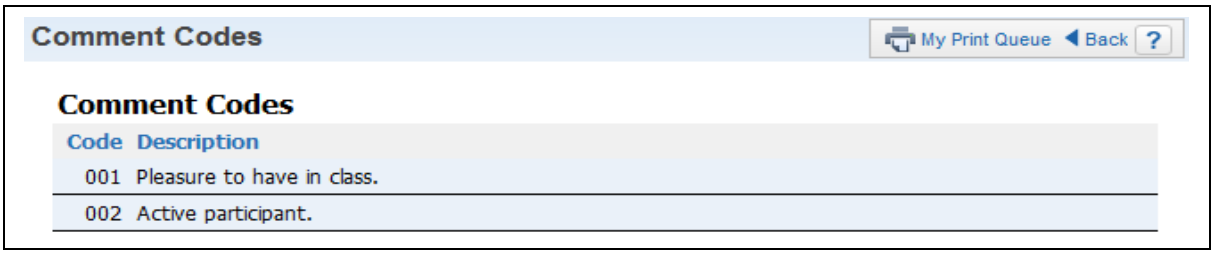
Do Not Display Comments for the Current Grade Period: Allows you to determine when comments will display in Family/Student Access and in reports. Availability of this option depends upon the Gradebook configuration for the entity.

Click **Post Comments** to enter comments for the entire class.



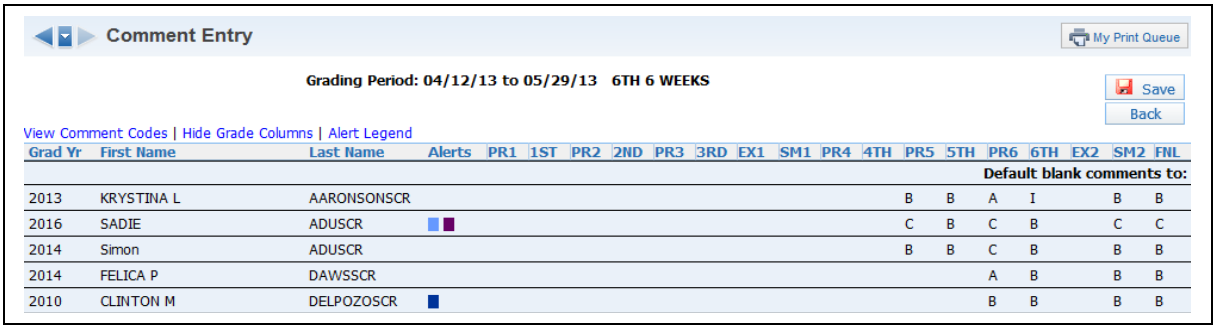
You can enter hard-coded comments (C1-C6) and/or Free-Form Comments. The number of hard-coded comments available and the availability of free-form comment entry will depend upon the Gradebook setup for the entity. Entity setup also determines the character length for free-form comments. Any comment displayed in red indicates that the comment has not been saved. Once the comment has been saved, it is ready to display on the report card.

View Comment Codes: Allows you to view the comment codes created for the entity.



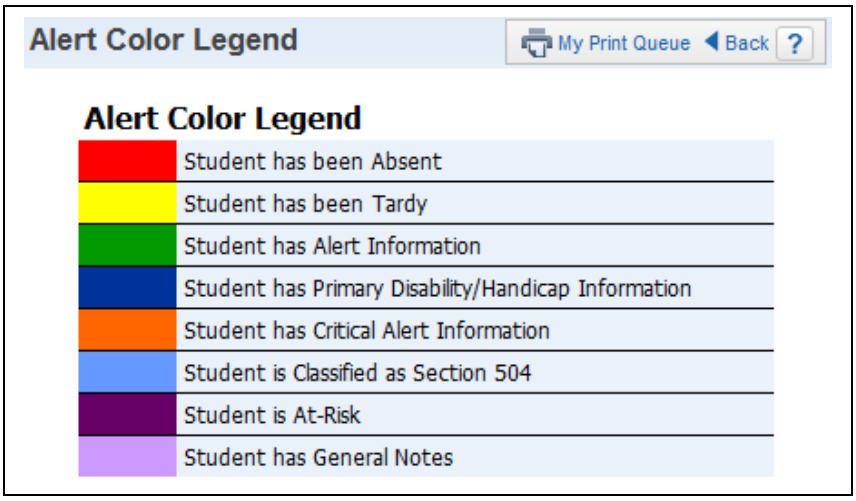
Show Dropped Students: Allows for dropped students to display in the list of students for comment entry.

Show Grade Columns: Displays columns for each grading period of the course; grades earned will also display.



Hide Grade Columns: Removes the columns of grades from the display.

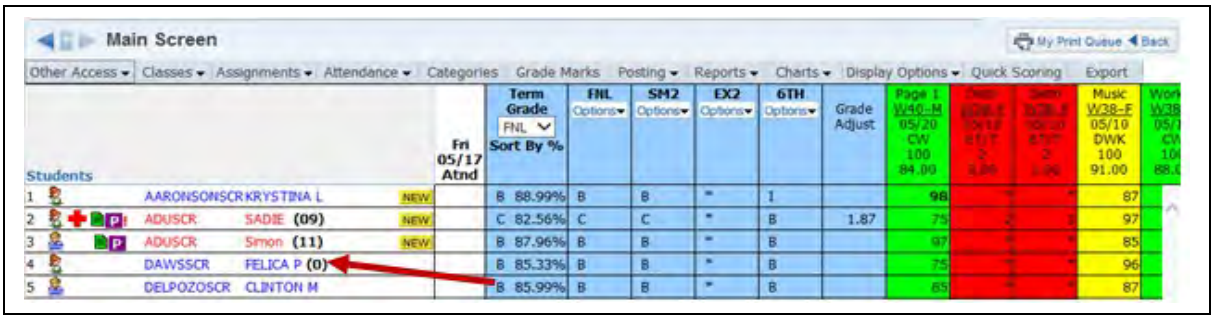
Alert Legend: Displays the color legend for the alert definitions.



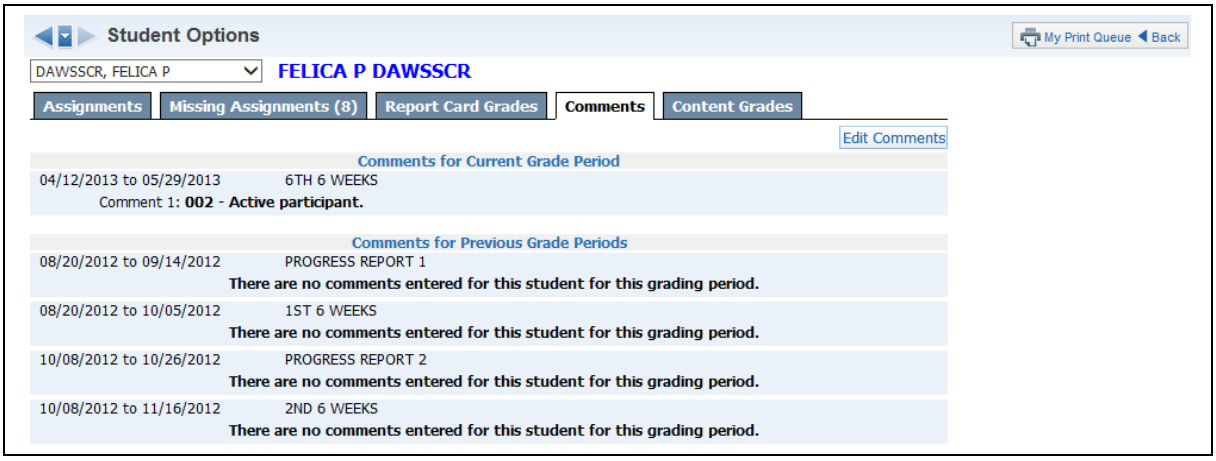
Comments Plus: This is an optional comment setting configured by the entity. It allows comments to be placed in specific headings and these headings will display on the report card (for example, Work Habits, Effort).

Post Comments for Individual Students

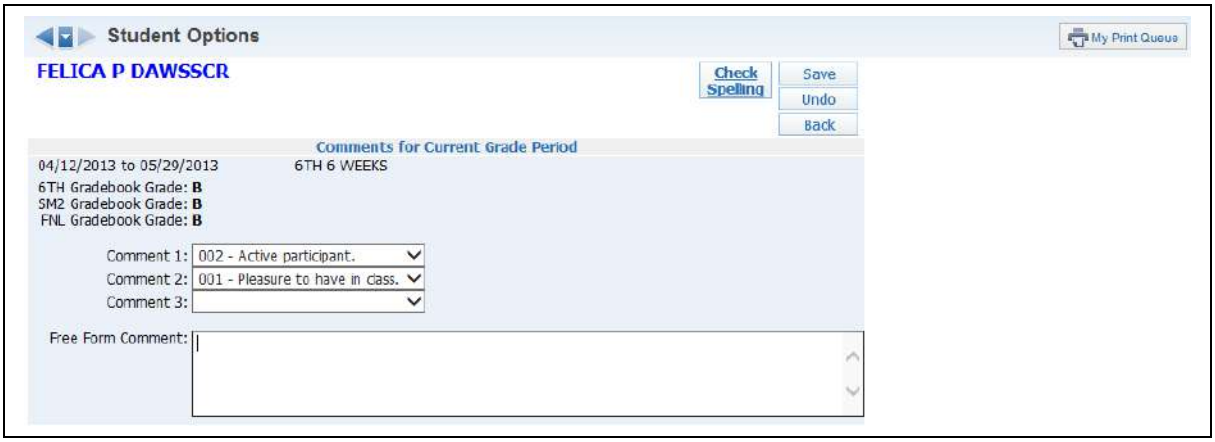
You can also enter comments for individual students by clicking the **Student's Name** in the Gradebook.



After clicking the **Student's Name** on the Gradebook Main screen, click the **Comments** tab.



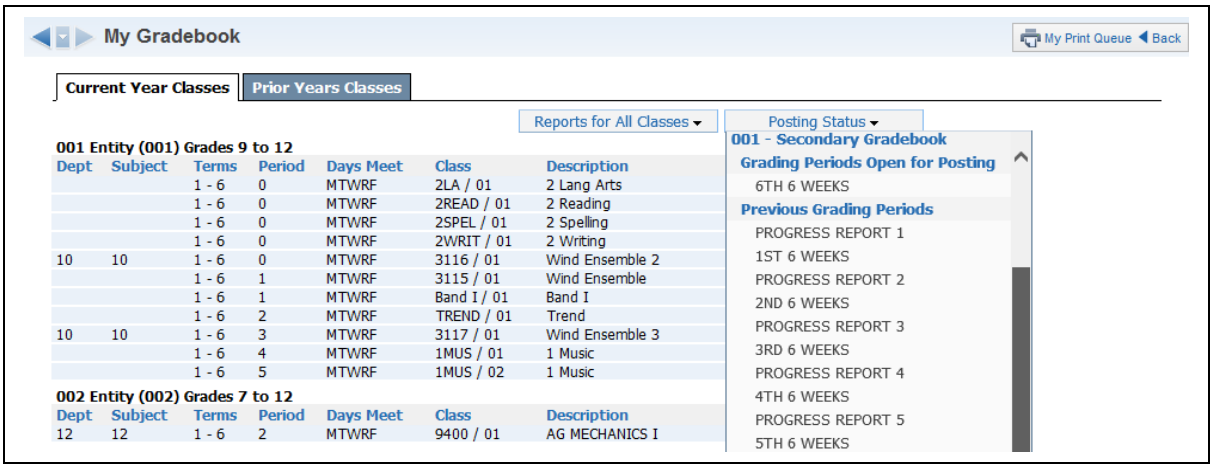
Click **Edit Comments**.

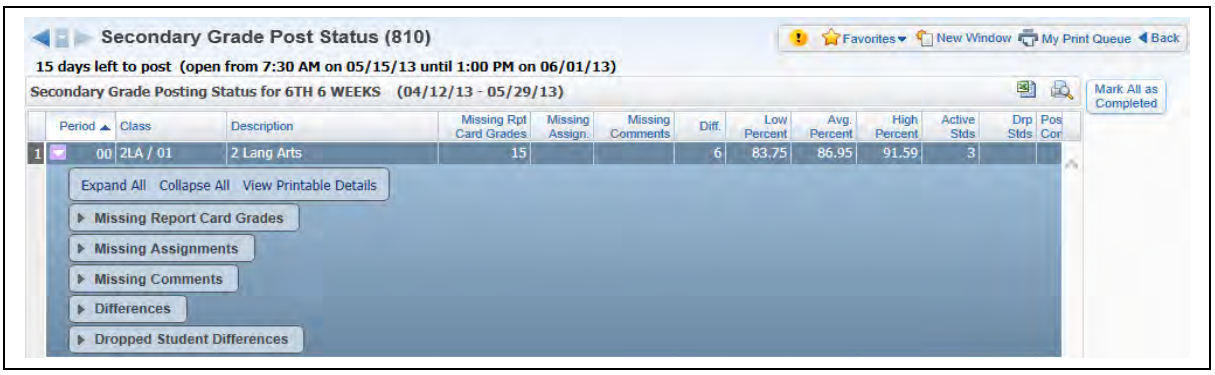


Now you can enter in Comment Codes or Free Form Comments for the Current Grade Period for the single student.

Grade Posting Status

You can see the Grade Posting Status by going into My Gradebook and clicking the **Posting Status** tab. This area allows you to verify that each student has a report card grade and comment. It will also show you students with missing assignments and grade differences. You are able to request a grade change in this area. The details of this will be covered later in the guide.





The Grade Posting Status indicates when grades can be posted to the office for report cards. It also displays additional information to determine whether grades for students are complete.

Missing Report Card Grades: Displays any student who does not have a grade posted for the class.

Missing Report Card Grades

Student	CZ6	FNL	SM2	EX2	6TH
AARONSONSCR, KRYSTINA	√	√	√	√	√
ADUSCR, SADIE	√	√	√	√	√
ADUSCR, Simon	√	√	√	√	√
DAWSSCR, FELICA	√	√	√	√	√
DELPOZOSCR, CLINTON	√	√	√	√	√
MAYEDASCR, CHARLESETTA	√	√	√	√	√
REISCHSCR, GARY	√	√	√	√	√
RIGGINSCR, SANG	√	√	√	√	√
WALTHSCR, DUNCAN	√	√	√	√	√
WEIHESCR, FLORRIE	√	√	√	√	√

√ = missing grade

Missing Assignments: Display students with missing assignments; includes those marked as missing and those unscored and past the due date.

Missing Assignments

Student	Due Date	Assignment	Category	Weight	Max Points	Score	Marked Missing	No Count
AARONSONSCR, KRYSTINA	05/06/13	Quiz 15C	6WKS TEST/TEST	1.00	100	*	No	No
	05/06/13	Chapter 15 Test	6WKS TEST/TEST	1.00	100	*	No	No
	05/10/13	Worksheet 28.B	CLASS WORK	1.00	100	*	No	No
	05/10/13	District Assessment	6WKS TEST/TEST	1.00	2	*	No	No
	05/10/13	District Assessment	6WKS TEST/TEST	1.00	2	*	No	No
ADUSCR, Simon	05/06/13	Quiz 15C	6WKS TEST/TEST	1.00	100	*	No	No
	05/06/13	Chapter 15 Test	6WKS TEST/TEST	1.00	100	*	No	No
	05/10/13	Worksheet 28.B	CLASS WORK	1.00	100	*	No	No
	05/10/13	District Assessment	6WKS TEST/TEST	1.00	2	*	No	No
	05/10/13	District Assessment	6WKS TEST/TEST	1.00	2	*	No	No

Missing Comments: Displays students without comments posted for the report card.

Missing Comments

Students with No Comments Entered for 6TH 6 WEEKS

DELPOZOSCR, CLINTON
MAYEDASCR, CHARLESETTA
REISCHSCR, GARY
RIGGINSCR, SANG
WALTHSCR, DUNCAN
WEIHESCR, FLORRIE

Differences: Displays students with a grade difference. A grade difference occurs when the grade in the Gradebook does not match the grade the office has.

Differences

Student	Grade Column	GB Grade	Rpt. Card Grade	Date Posted	Time Posted	Posted By
AARONSONSCR, KRYSTINA	FNL	B				
	SM2	B				
	6TH	I				
ADUSCR, SADIE	FNL	C				
	SM2	C				
	6TH	B				
ADUSCR, Simon	FNL	B				
	SM2	B				
	6TH	B				
DAWSSCR, FELICA	FNL	B				
	SM2	B				
	6TH	B				

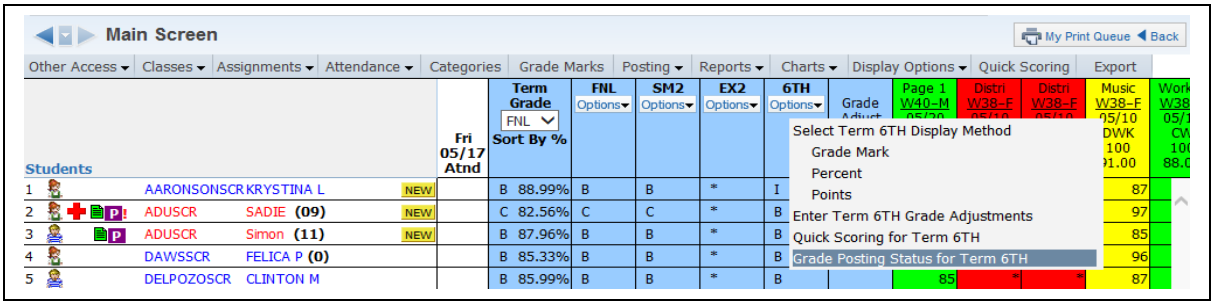
Dropped Student Differences: Displays grade differences for dropped students.

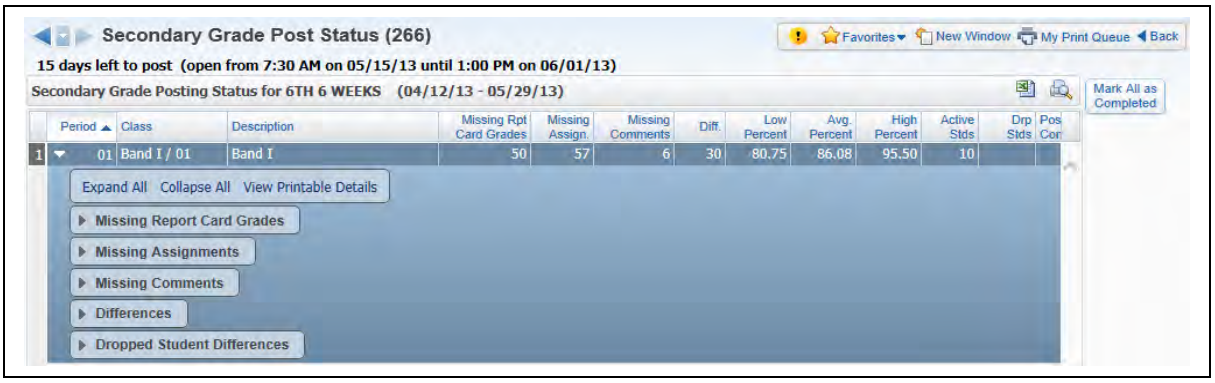
Dropped Student Differences

Student	Drop Date	Grade Column	GB Grade	Rpt. Card Grade	Date Posted	Time Posted	Posted By
Smithser, Madison		P4	B				

Mark All as Complete: Allows you to flag every class as Complete. The office can run a report to determine whether grades and comments are complete in order to run report cards. Also, if you have this option selected, the Drop Lowest Score and Advanced Drop Lowest Score options will not be available.

You can also access **Grade Posting Status** from the Gradebook Main screen by dropping down from the **Options** tab under any column and clicking on **Grade Posting Status**.

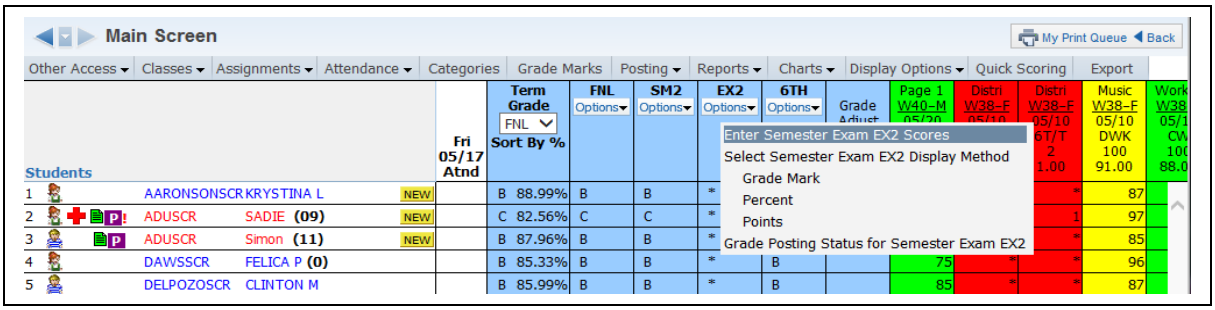




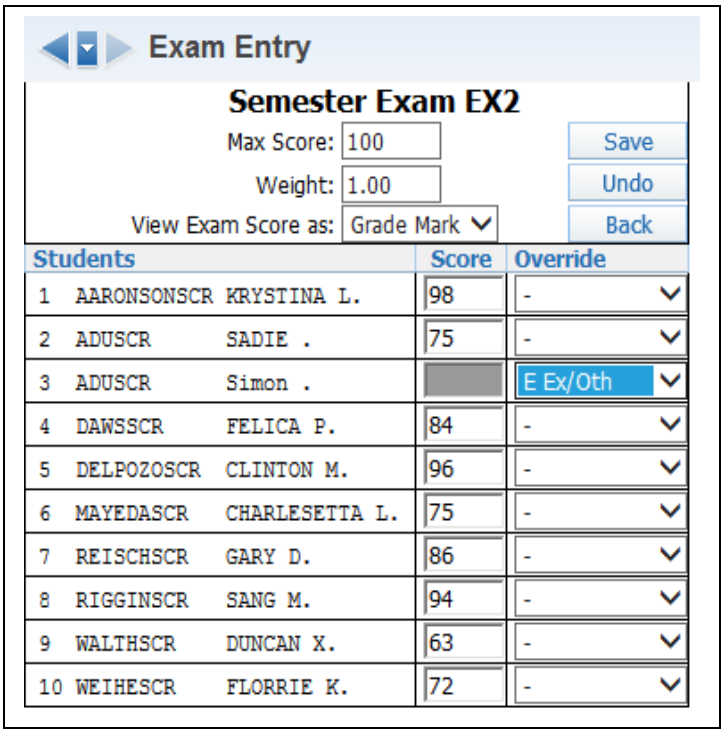
The information displayed for **Grade Posting Status** is exactly the same as shown on the Gradebook Selection screen, except this only displays the individual class.

Semester/Final Exam Score Entry

Semester/Final Exam Score Entry allows you to enter the scores for the semester/final exam.



To enter Semester/Final Exam grades, you can go to the Gradebook Main Screen and click the **Option** tab under the Semester or Final Exam Grade Bucket. Then select **Enter Semester Exam Scores**.



Max Score: Allows you to enter the maximum score for the Semester/Final Exam.

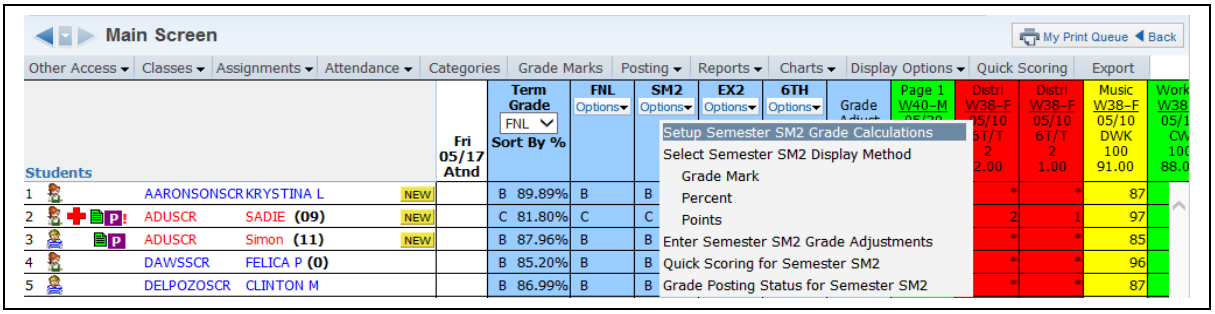
Weight: Allows you to determine the exam's weight. This option functions the same as in the Gradebook. Typically remains at 1.00 unless you wish to adjust exam.
Example: Exam has a maximum score of 100. If you change the Weight Multiplier field to . 5, the exam is given half the value and would reflect a maximum score of 50. By changing the Weight Multiplier to 2, the exam maximum score would double to 200.

View Exam Score as: Allows you to determine how the exam score is viewed in the Gradebook. Your choices include Grade Mark, Percent or Point.

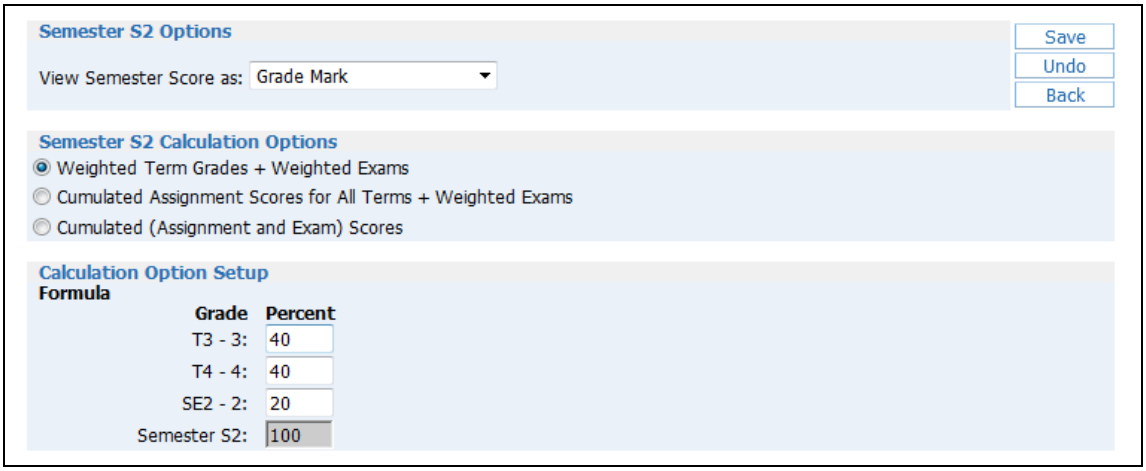
You can enter the score for each student for the semester/final exam. You also have the capability to enter an override, including one to exempt the student from the exam.

Semester/Final Grade Calculation Formula:

Semester/Final Grade Calculation Formula allows you to determine how the semester/final grade is calculated. The option to modify the formula may not be available depending upon the Gradebook configuration for the entity.



To set up the Semester/Final Grade Calculation, go to the Gradebook Main Screen. Under either the Semester or Final Grade Bucket, click the **Options** tab and select **Set Up Grade Calculations**.



View Semester Score as: Choose whether you want to see the final score as a Grade Mark, a Percent or Points.

Semester/Final Calculation Options

- **Weighted Term Grades + Weighted Exams:** Allows you to enter percentages for each term that will contribute to the calculated grade.
- **Accumulated Assignment Scores for all Term + Weighted Exams:** Calculation will be based on assignment scores for the grading period and a weighted exam. You will need to enter the percentage for the assignment scores and exam.
- **Accumulated (Assignment and Exam) Scores:** Calculation will be based on the total of the assignment scores and the exam during the date range of the term. No percentages need to be assigned for either the assignment or exam.

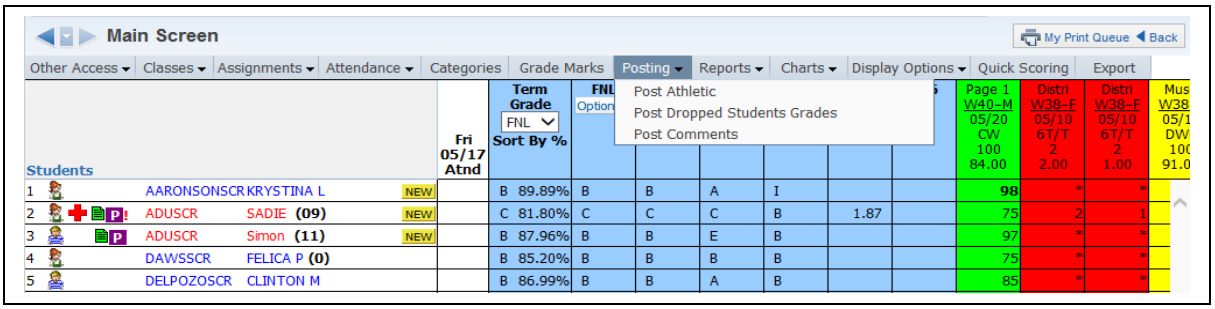
If you are using category weighting and have selected to use cumulative assignment scores, it will take the category weighting into consideration to calculate the semester/final grade.

Posting Grades

Auto Post Grades
Post Dropped Students Grades
Manual Grade Posting
Post Athletic Grades
Grade Differences (Bold and * Grades)
Request Grade Change Process

Auto Posting

Auto-Posting allows grades to post automatically from your Gradebook to the office depending on a range of dates (the Posting Window). The capability to auto-post grades will depend on the Gradebook setup at a district level. When auto-posting is enabled, you will need to verify the grades in the blue term/semester/final grade columns for the grading period being posted. No additional steps are required.

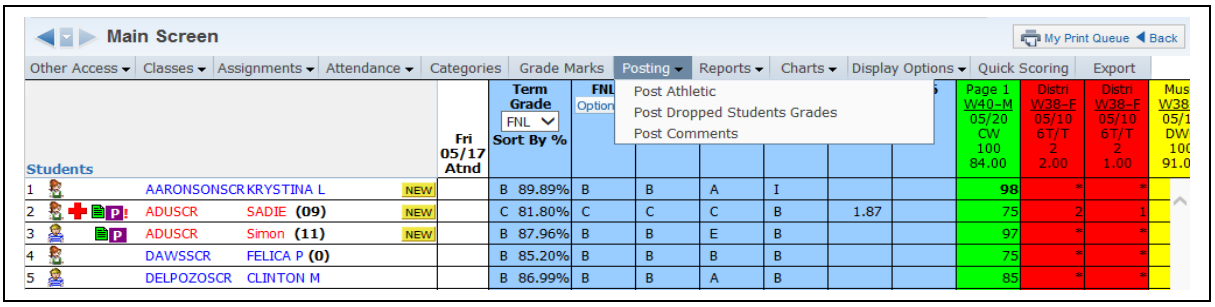


Click the **Posting** tab in the Gradebook. When auto-posting is turned on, three boxes will display: Post Athletic (if an Athletic Grade Bucket is being used), Post Dropped Students' Grades and Post Comments.

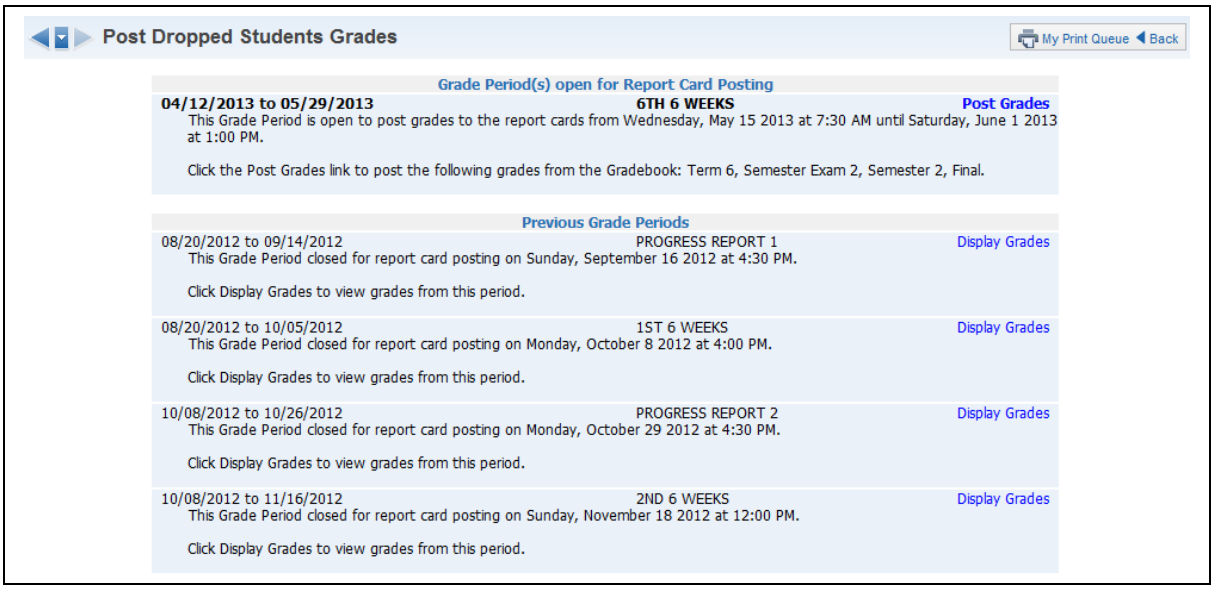
Post Athletic: This will be reviewed in a later section.

Post Dropped Students Grades

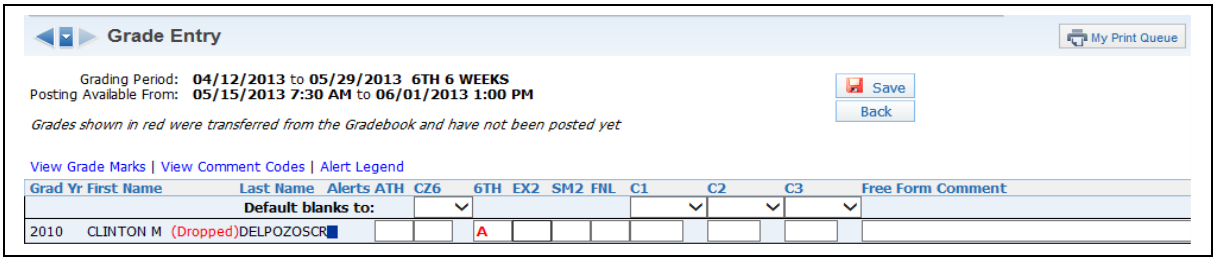
Grades are not posted automatically for dropped students. If you need to post grades for dropped students, you need to use the Post Dropped Students' Grades option.



Click on **Post Dropped Students Grades** under the Posting tab.



Find the correct term and select **Post Grades**. You can also see class information for past and upcoming grading periods.



This is the Dropped Student Posting screen. Enter the students' grades and comments and then click the **Save** button to save the information.

View Grade Marks: This displays a list of the Grade Marks you may enter for a student's grade.

Grade Marks

My Print Queue Back ?

Grade Marks

Grade Mark	Speed Entry	Grad Year High	Description
100	100		100
99	99		99
98	98		98
97	97		97
96	96		96
95	95		95
94	94		94
93	93		93
92	92		92
91	91		91
90	90		90
89	89		89
88	88		88
87	87		87
86	86		86
85	85		85
84	84		84

View Comment Codes: This displays a list of the comments and associated codes so you can enter the appropriate code.

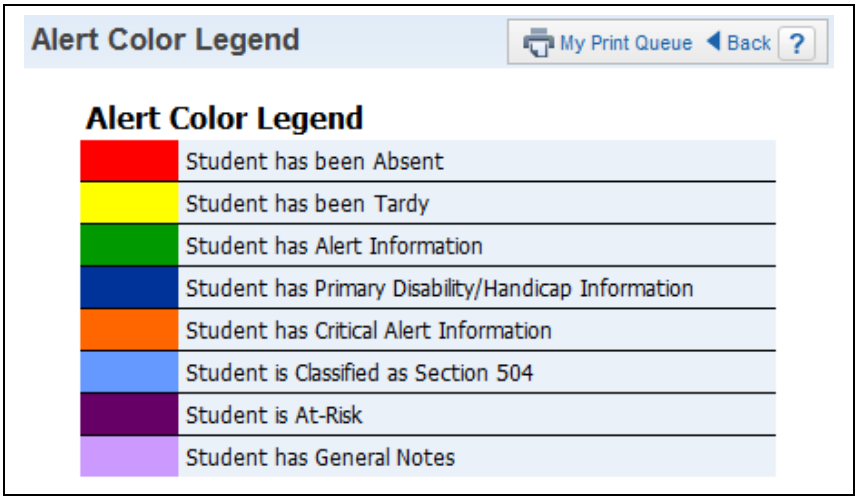
Comment Codes

My Print Queue Back ?

Comment Codes

Code	Description
001	Pleasure to have in class.
002	Active participant.

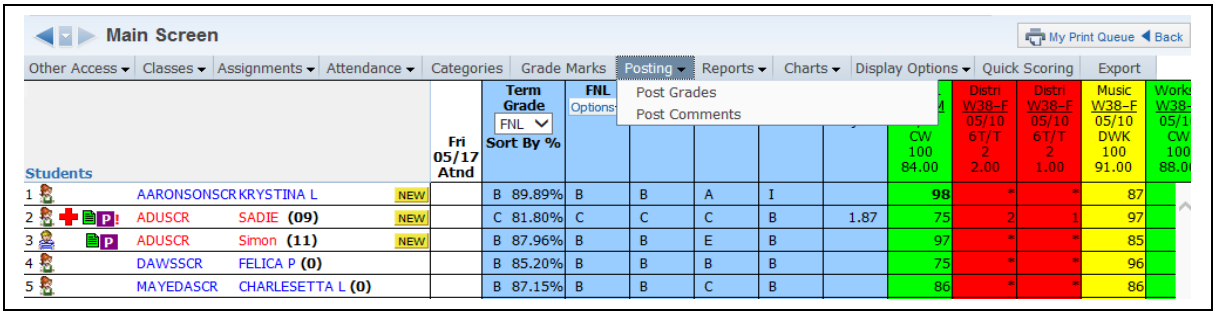
Alert Legend: This shows the meanings of the different alert colors that may be attached to a student.



Return to default sort: This option returns the screen display to the original default sort order if you selected to sort in a different way.

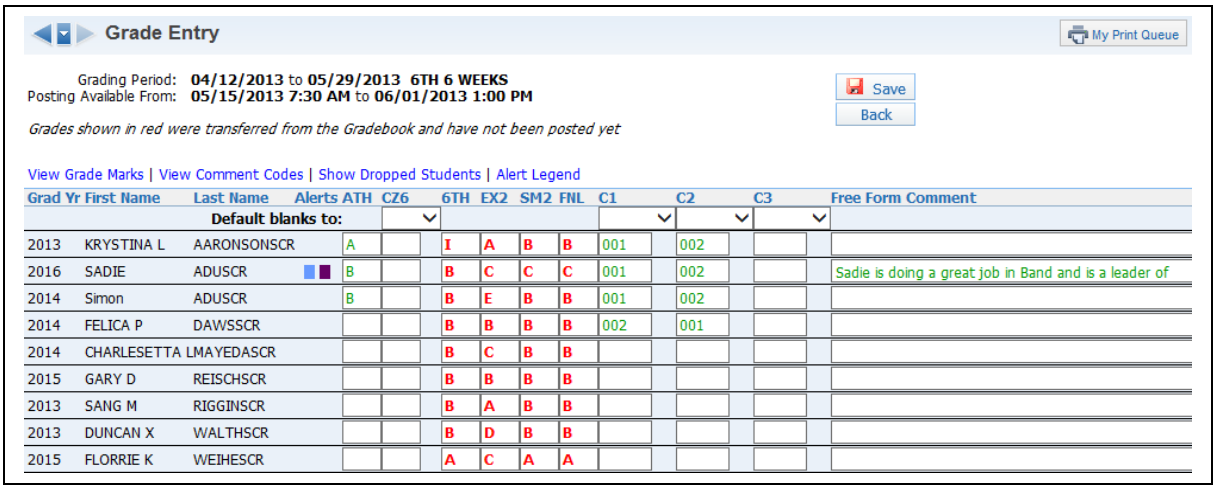
Manual Grade Posting

Manual Grade Posting allows you to determine when grades are posted to the office. After the initial posting, any changes made in the Gradebook will need to be re-posted. You can post grades as many times as needed as long as the Posting Window is open.



Click the Posting tab and select **Post Grades**.

From here you can select to Post Grades for Athletic Eligibility or for Report Card Posting. You can also select to display grades for previous terms. Click **Post Grades** under Report Card Posting for the correct Grading Period.



Grade Entry

My Print Queue

Grading Period: **04/12/2013** to **05/29/2013 6TH 6 WEEKS**
Posting Available From: **05/15/2013 7:30 AM** to **06/01/2013 1:00 PM**

Grades shown in red were transferred from the Gradebook and have not been posted yet

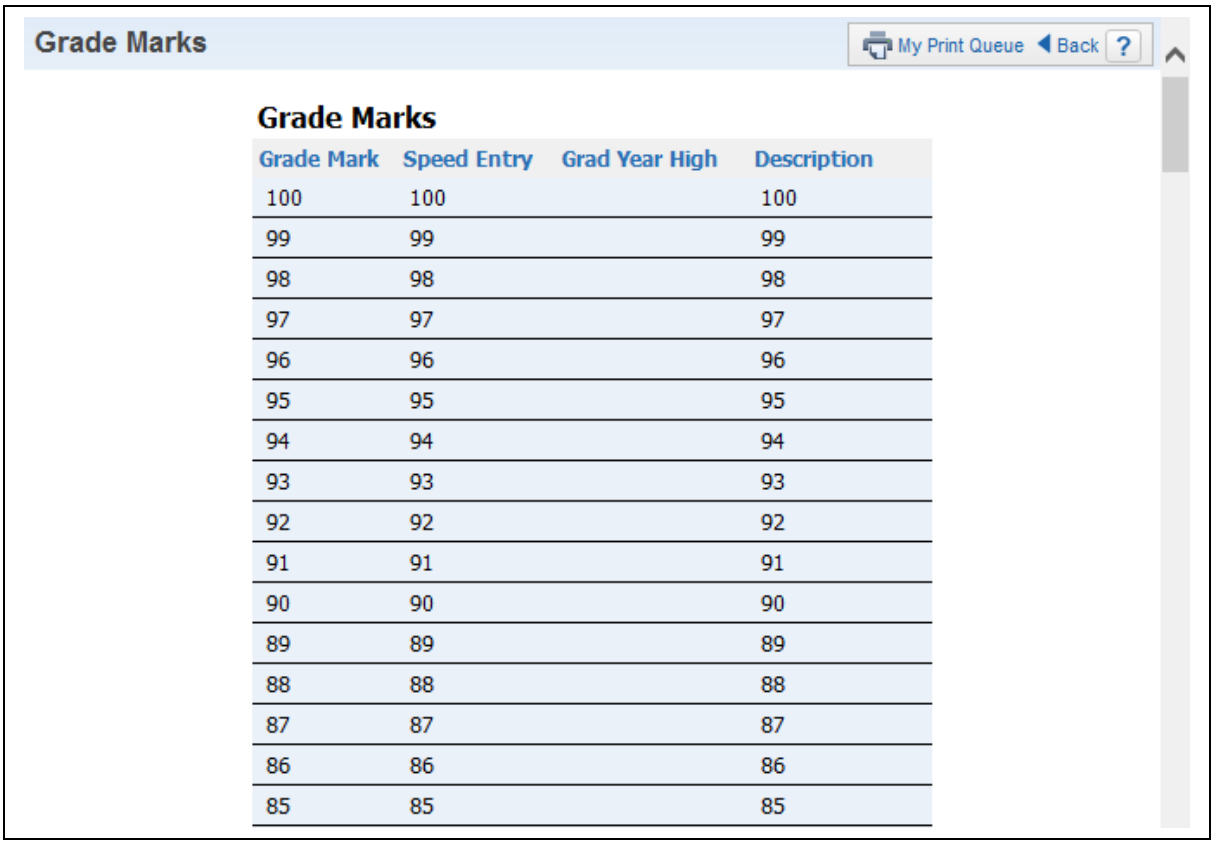
Save
Back

View Grade Marks | View Comment Codes | Show Dropped Students | Alert Legend

Grad Yr	First Name	Last Name	Alerts	ATH	CZ6	6TH	EX2	SM2	FNL	C1	C2	C3	Free Form Comment
		Default blanks to:											
2013	KRYSTINA L	AARONSONSCR		A		I	A	B	B	001	002		
2016	SADIE	ADUSCR		B		B	C	C	C	001	002		Sadie is doing a great job in Band and is a leader of
2014	Simon	ADUSCR		B		B	E	B	B	001	002		
2014	FELICA P	DAWSSCR				B	B	B	B	002	001		
2014	CHARLESETTA L	MAYEDASCR				B	C	B	B				
2015	GARY D	REISCHSCR				B	B	B	B				
2013	SANG M	RIGGINSCR				B	A	B	B				
2013	DUNCAN X	WALTHSCR				B	D	B	B				
2015	FLORRIE K	WEIHESCR				A	C	A	A				

This screen displays the grades you will be posting; these grades pull directly from the Gradebook. You cannot modify grades on this screen; any modification must be done through a Grade Adjustment. Comments for students can be entered and updated from here. Grades and Comments displayed in red and bold are updated information that has not previously been posted. Green Grades and Comments are ones that have already been posted. The first time you post for a Grading Period, all should show as red.

View Grade Marks: This displays a list of the Grade Marks available in the Gradebook.



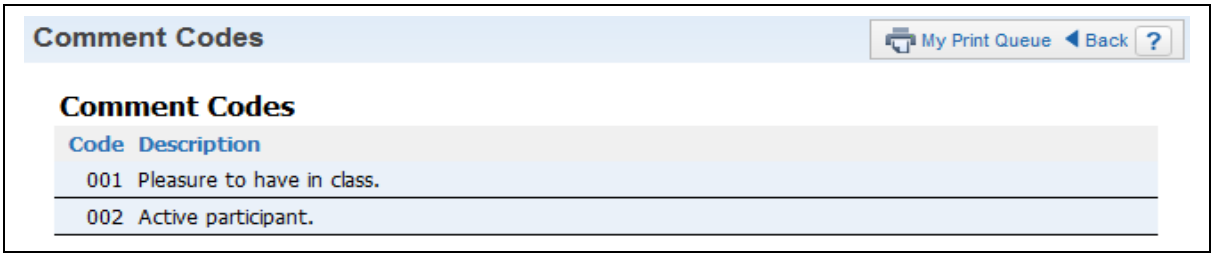
Grade Marks

My Print Queue Back ?

Grade Marks

Grade Mark	Speed Entry	Grad Year High	Description
100	100		100
99	99		99
98	98		98
97	97		97
96	96		96
95	95		95
94	94		94
93	93		93
92	92		92
91	91		91
90	90		90
89	89		89
88	88		88
87	87		87
86	86		86
85	85		85

View Comment Codes: This displays the comments and their associated codes so that a teacher can enter the code number associated with the comment.



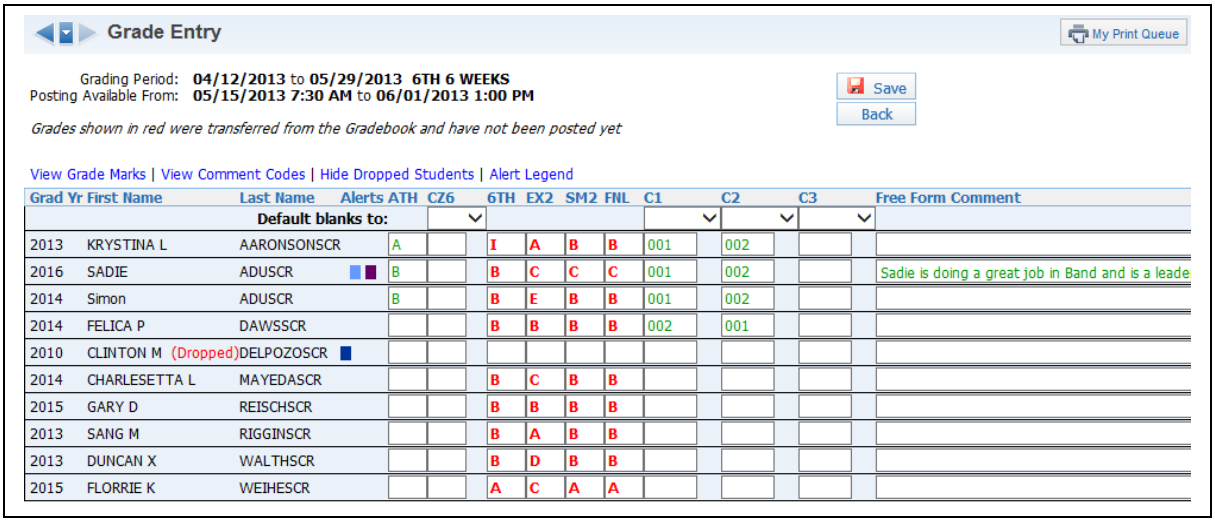
Comment Codes

My Print Queue Back ?

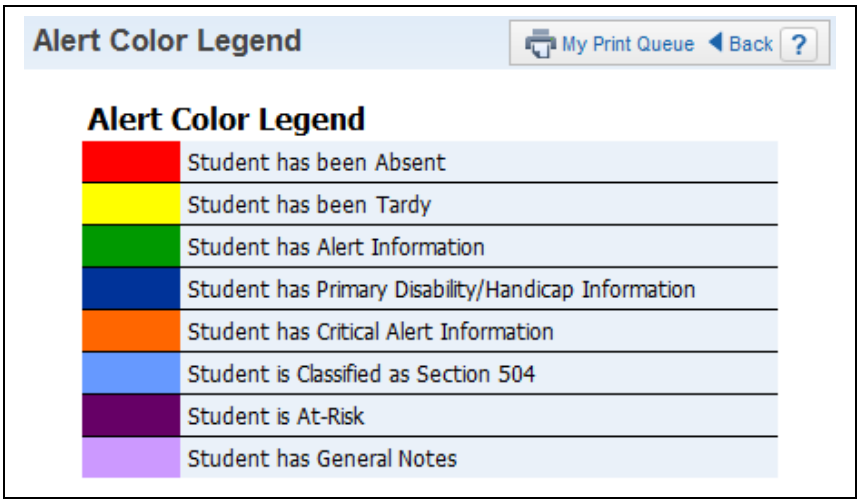
Comment Codes

Code	Description
001	Pleasure to have in class.
002	Active participant.

Show Dropped Students: This allows you to view dropped students and enter comments for them if appropriate.



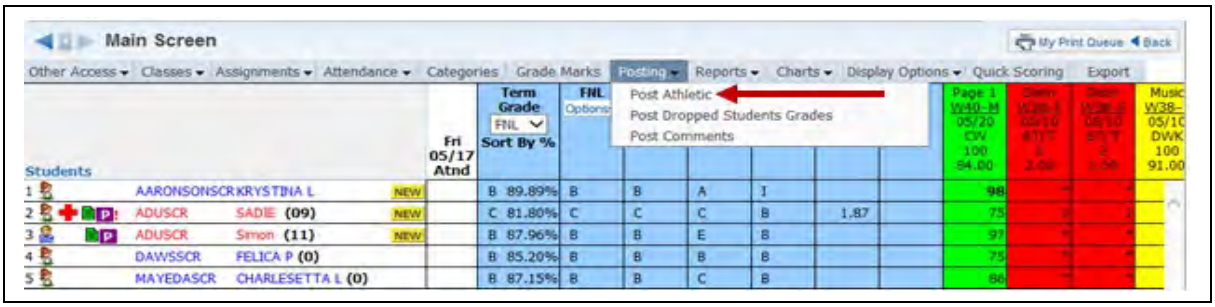
Alert Legend: This shows the meanings of the different alert colors that may be attached to a student.



Return to default sort: This option returns the screen to the original default sort if the teacher has sorted information in a different way.

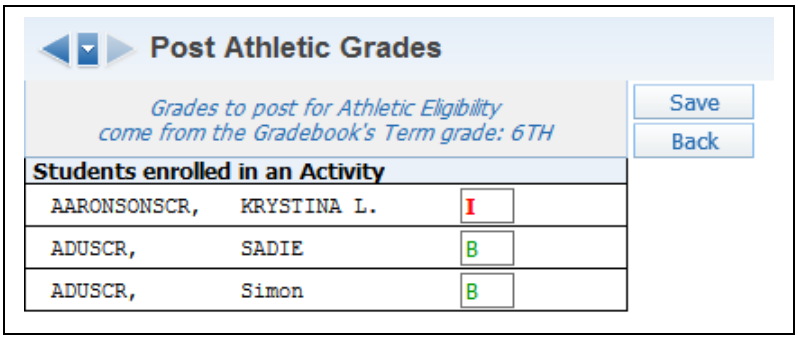
Post Athletic Grades

You may have the capability to Post Athletic Grades for student enrolled in an Activity. Availability of this feature will depend upon the Gradebook and grading setup for the entity.



Click **Post Athletic** under the Posting tab

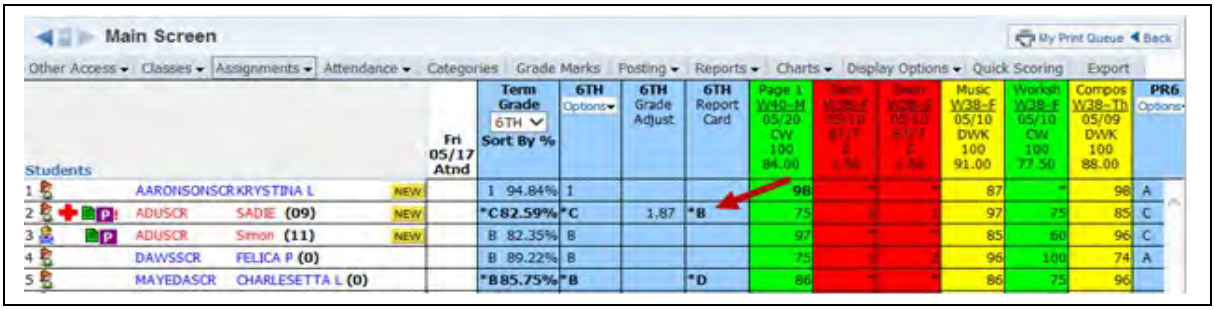
Next, choose the correct term/semester for which you would like to post Athletic Eligibility grades and click Post Grades.



Grades not submitted appear in red. If auto-post is on, you will not be able to edit the grade. After clicking Save, grades will be submitted and they will turn green.

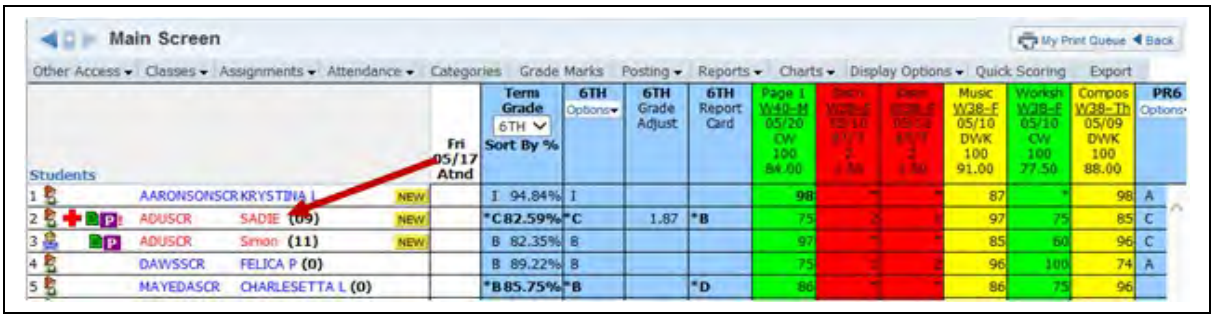
Grade Differences

Grade Differences occur when the grade in the Gradebook does not match the grade the office has. Grades that are in **bold** and have an asterisk (*****) in the progress, term, semester or final grade columns mean there is a grade difference. You may also see a Report Card column in the Gradebook displaying the grade the office has. (This is a district Gradebook setup option.) You do not want to have grade differences in term, semester or final grading periods.

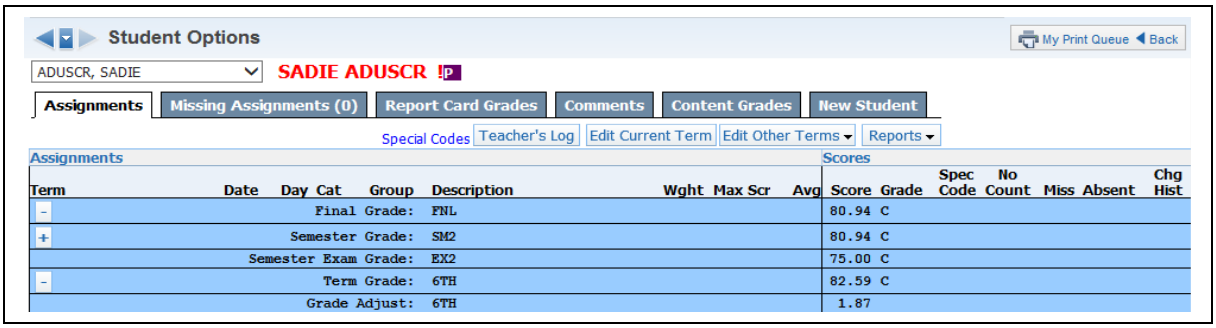


There are multiple ways to eliminate the grade differences in the Gradebook depending upon why the grade difference is occurring. If you are posting grades manually, you should repost the grades in the Gradebook if they can still be posted. If the grades can no longer be posted, you will need to submit a Grade Change Request.

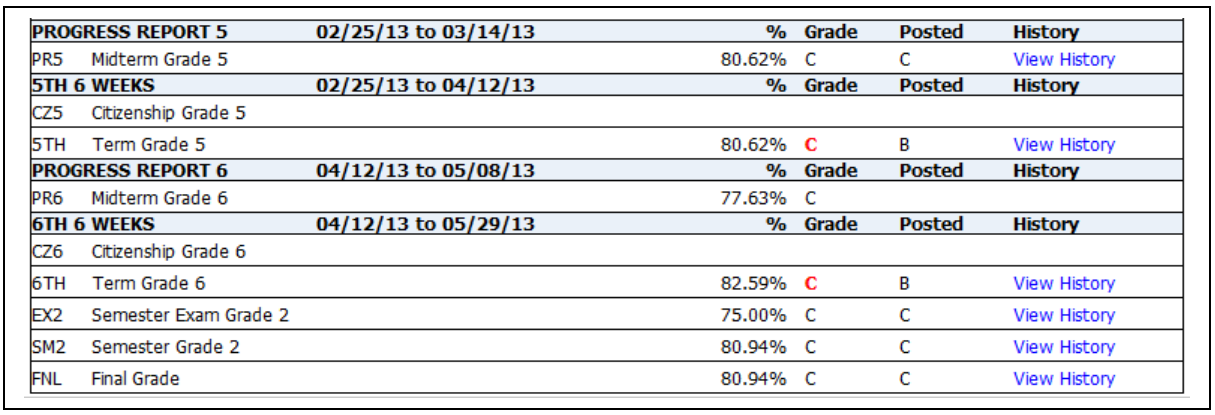
Report Card Posting Tab in Single Student Scoring Screen



Click the **Student's Name** on the Gradebook Main Screen.



Select the **Report Card Grades** tab.

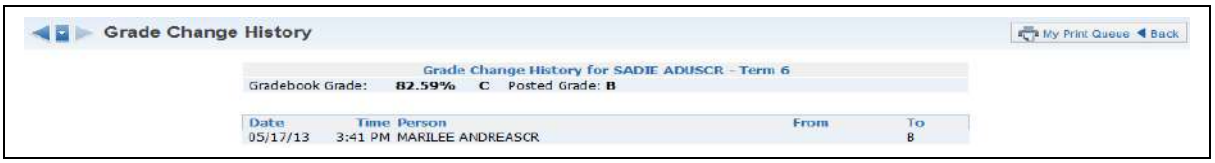


PROGRESS REPORT 5		**02/25/13 to 03/14/13**	**%**	**Grade**	**Posted**	**History**
PR5	Midterm Grade 5		80.62%	C	C	View History
5TH 6 WEEKS		**02/25/13 to 04/12/13**	**%**	**Grade**	**Posted**	**History**
CZ5	Citizenship Grade 5					
5TH	Term Grade 5		80.62%	C	B	View History
PROGRESS REPORT 6		**04/12/13 to 05/08/13**	**%**	**Grade**	**Posted**	**History**
PR6	Midterm Grade 6		77.63%	C		
6TH 6 WEEKS		**04/12/13 to 05/29/13**	**%**	**Grade**	**Posted**	**History**
CZ6	Citizenship Grade 6					
6TH	Term Grade 6		82.59%	C	B	View History
EX2	Semester Exam Grade 2		75.00%	C	C	View History
SM2	Semester Grade 2		80.94%	C	C	View History
FNL	Final Grade		80.94%	C	C	View History

% Grade: Displays the percent and grade mark from the Gradebook.

Posted: Displays the grade posted to the office.

View History: This option displays only after the grades have been posted.



It will display the date and time the grades were posted, along with the grade changes.

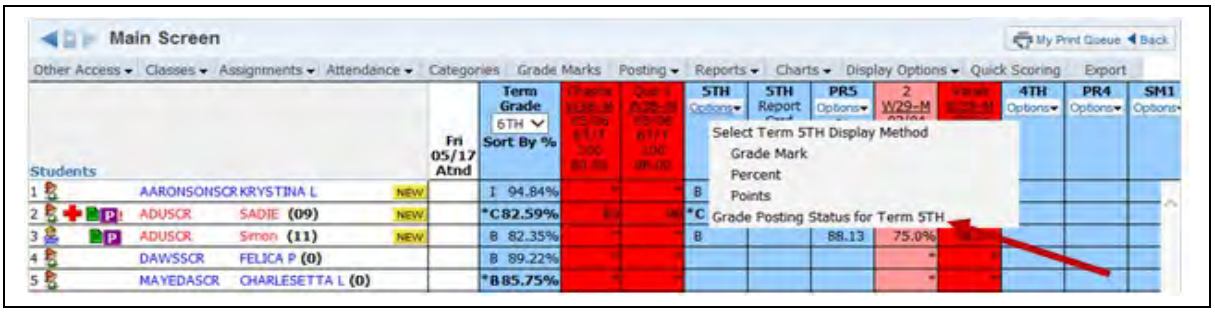
Grade Mark Override: Allows you to enter an incomplete, medical or "other" grade. You can find additional information regarding Grade Mark Overrides in the Getting Ready for Grade Posting section of this guide.

Reports: Allows you to generate attendance, gradebook, and progress reports or a partial progress report for the selected student. You can find more information regarding these report within this guide.

Request Grade Change Process

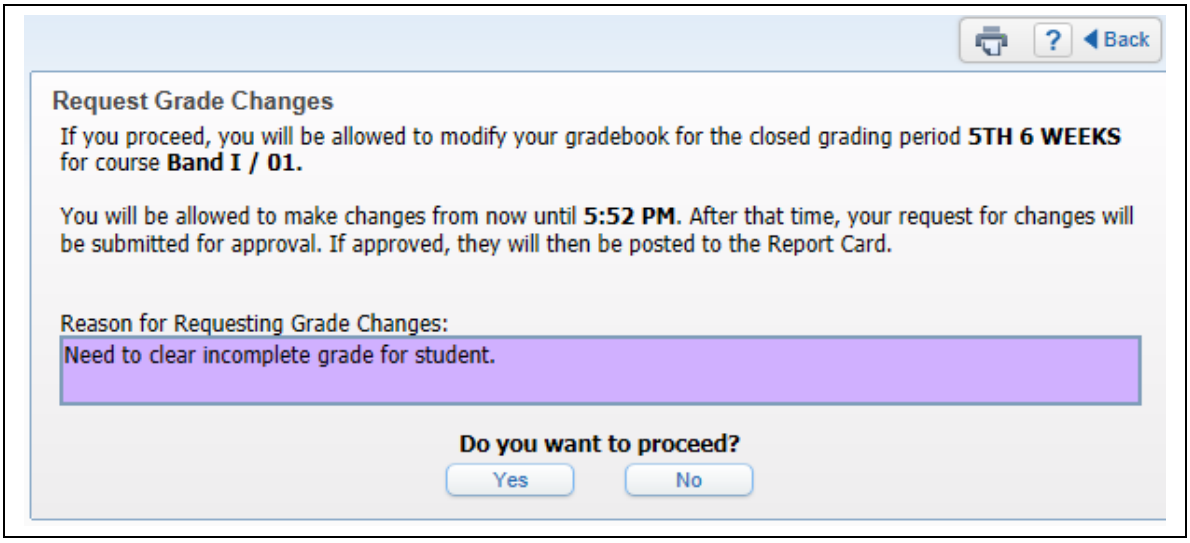
This process allows you to request a grade change for a previous grading period. These changes will then be approved administratively.

Grade Change Request from Gradebook

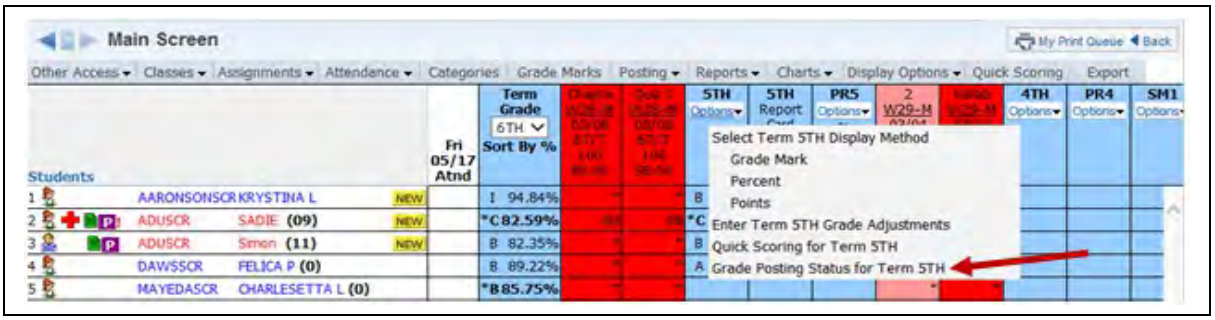


Click **Options** under the grade column you would like to change. Then select **Grade Posting Status for (XYZ)**.

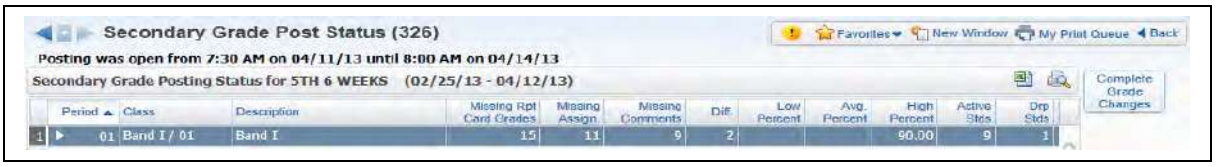
You see the class posting information. Select the **Request Grade Changes** button.



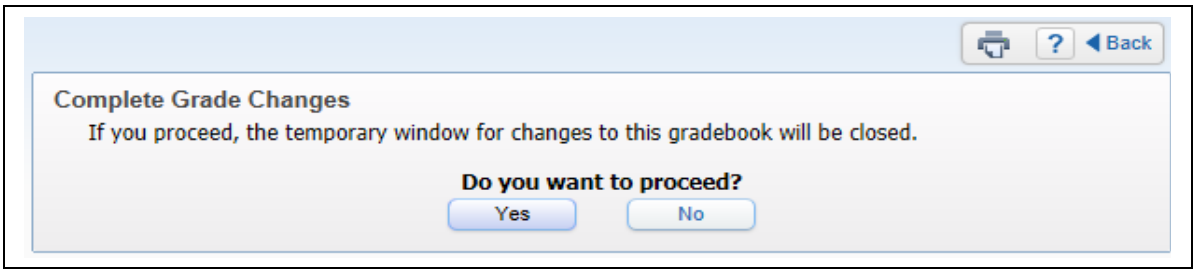
You must enter a reason for the grade change. Then click **Yes**. After you click the button, you will have two hours to complete the changes for this class. You can make any necessary changes to the grading period selected for this grade change request. Only the grading period specified in the request will allow you to make modifications.



After all changes have been made, finish the grade change request by selecting **Grade Posting Status for (XYZ)** in the term **Options** drop-down menu.

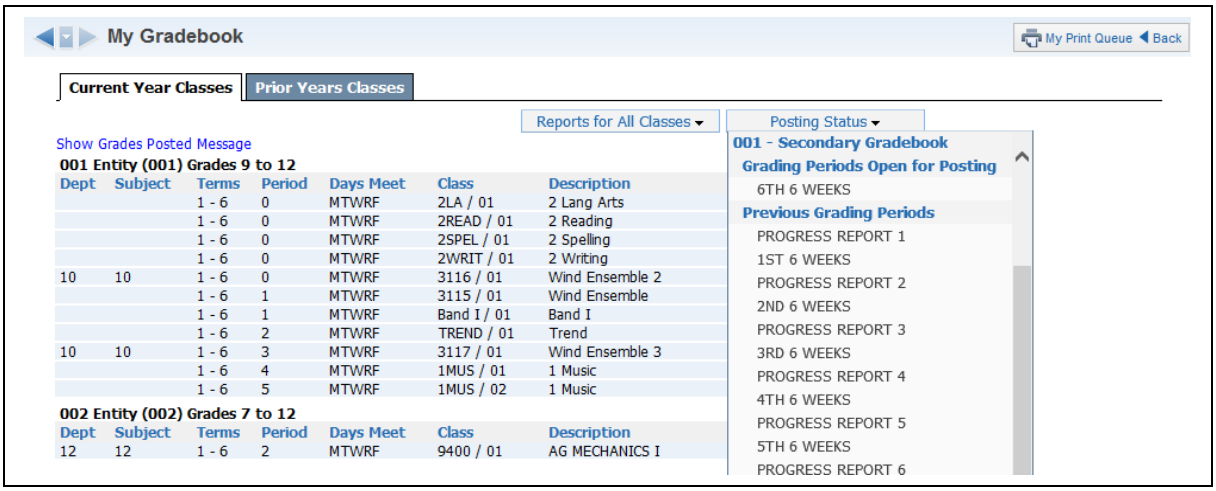


Then select **Complete Grade Changes**.

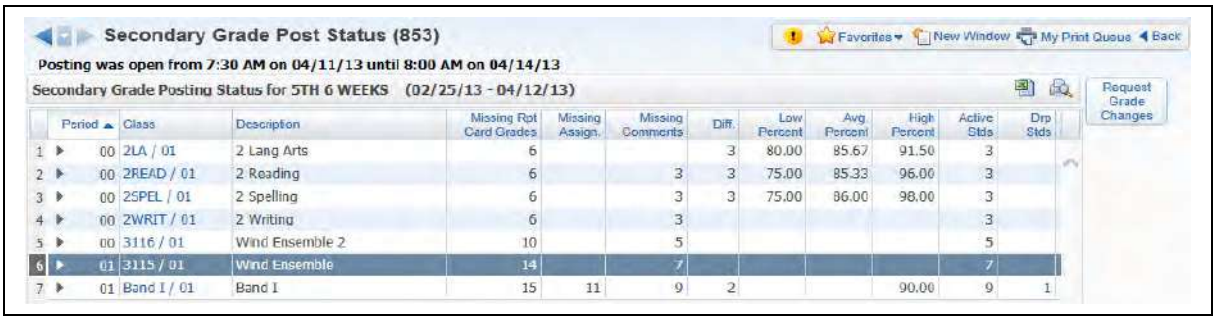


Click **Yes** to notify the office that you have completed your grade change.

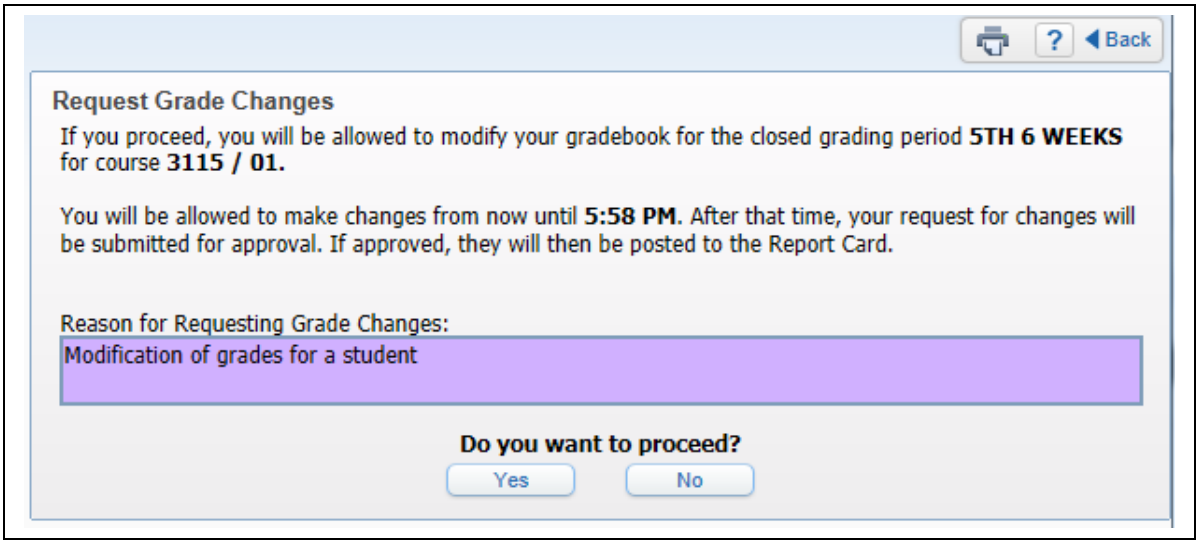
Grade Change Request from Gradebook Selection Screen



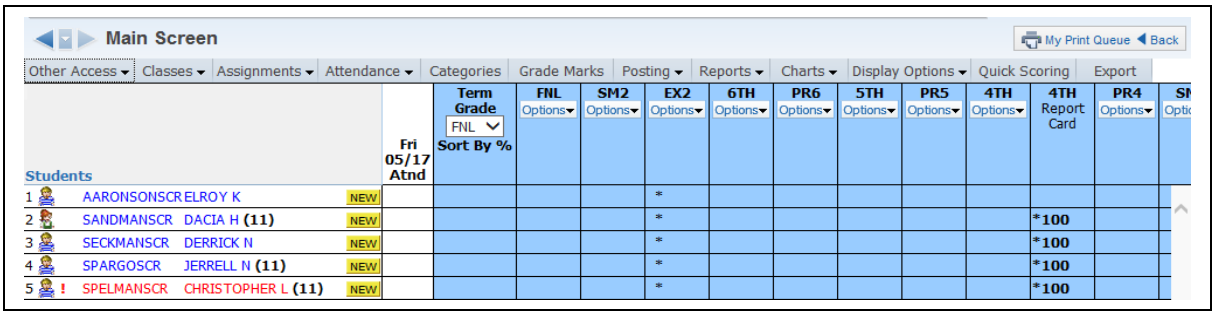
Select the Grading Period under the Previous Grading Periods section in the **Posting Status** drop-down list for the entity associated with the class.



Highlight the class and then click **Request Grade Changes**.



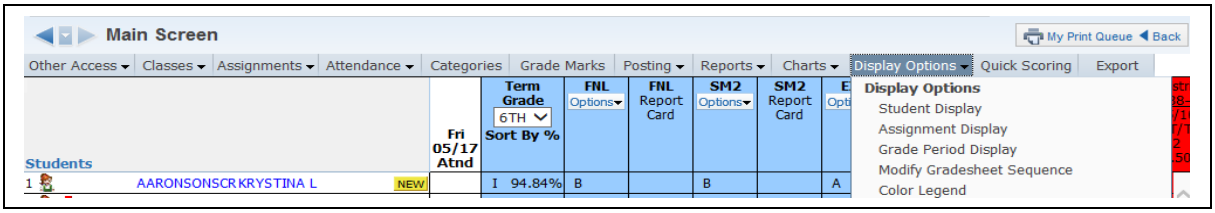
Enter a reason for the Grade Change Request, and click **Yes**. As we saw when requesting a change from your Gradebook Main screen, you must enter a reason and you will have only two hours to complete your changes before the Gradebook will be locked down again.



When you click **Yes**, you go directly into the Gradebook selected. You can then complete your changes and notify the office you are finished, as described above.

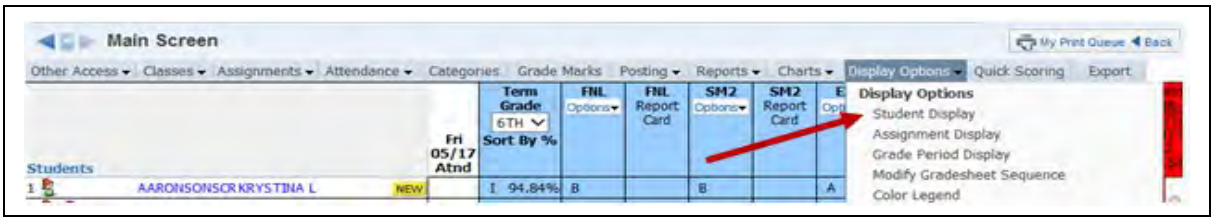
Display Options

Student Display
Assignment Display
Grade Period Display
Modify Grade Sheet Sequence
Color Legend

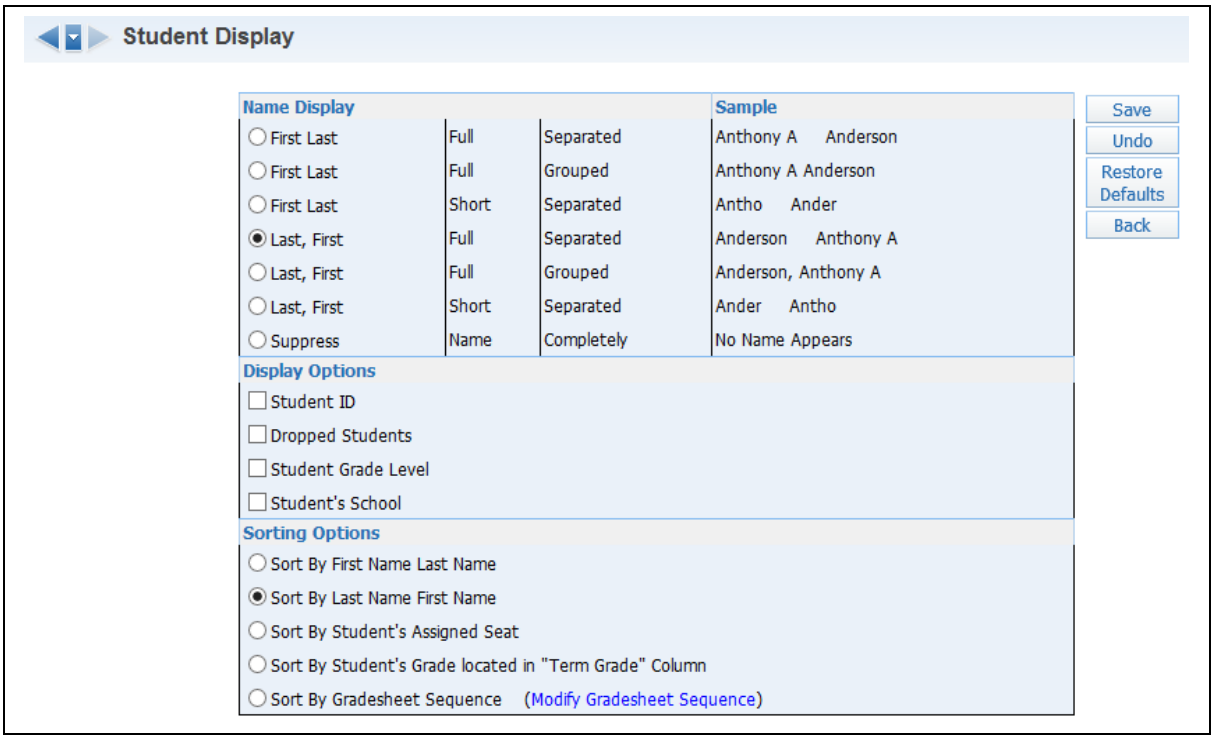


The Display Options allow you to customize the Gradebook.

Student Display

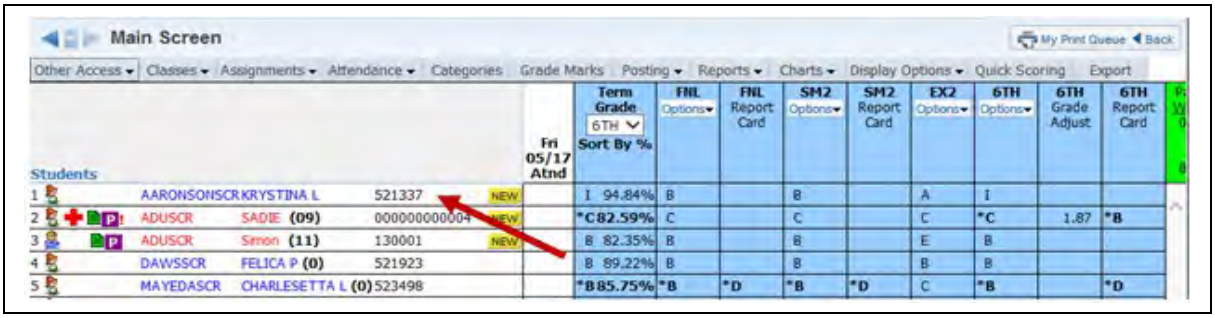


Student Display allows you to modify the display of student information on the Gradebook Main screen. Any changes made to in Student Display affect all of your Gradebooks, not just the one you are working in.

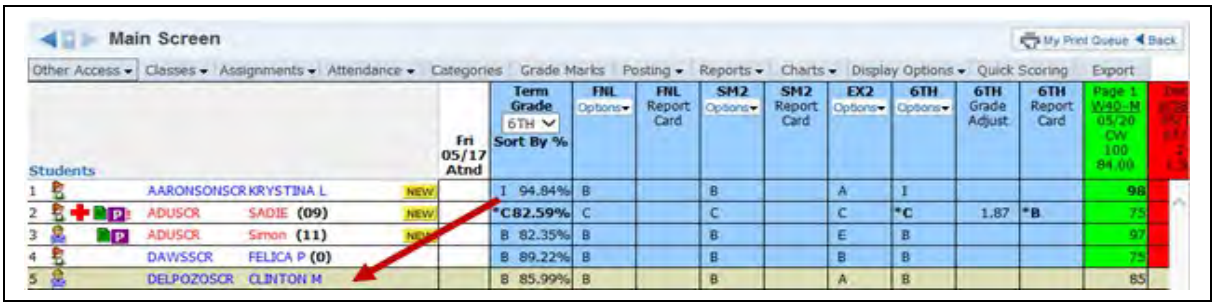


Name Display: Allows you to determine how the student's name will display in the Gradebook. Samples of how names will display appear on the right side of the Name Display area.

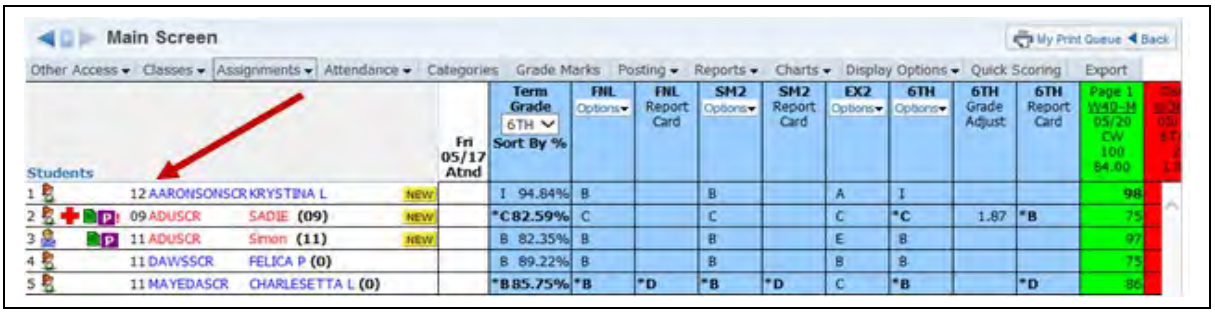
Student ID: Displays the student's ID number on the Gradebook Main Screen.



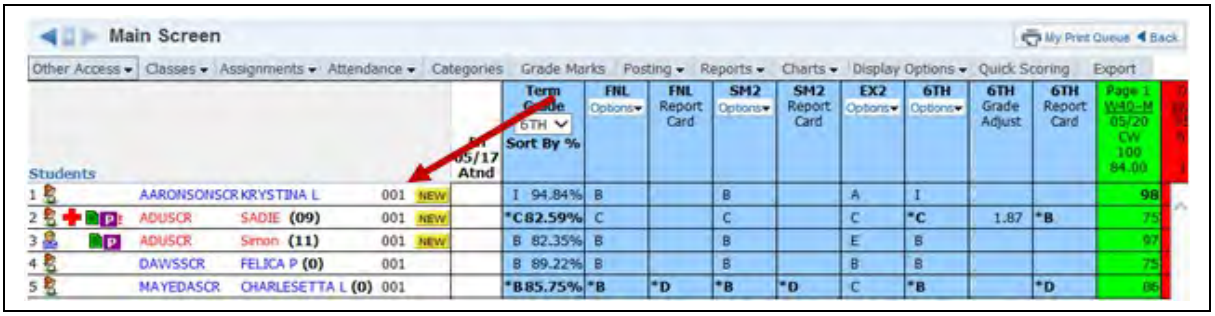
Dropped Students: Displays dropped students in the Gradebook. The names will display with a colored background.



Student's Grade Level: Shows students' grade levels in the Gradebook.



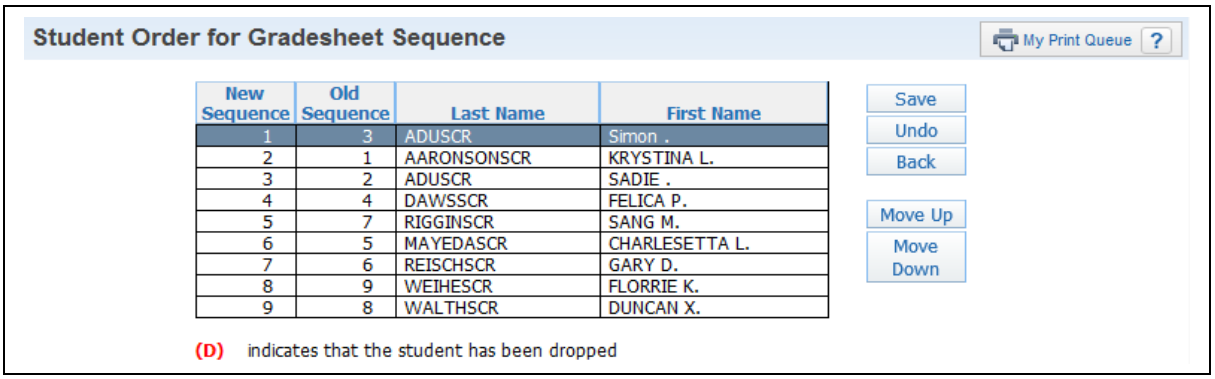
Student's School: Shows the school the student is attending.



Sorting Options: Allows you to determine how the names are sorted in the Gradebook

- **Sort by First Name Last Name:** Sorts first by first name and then last name
- **Sort by Last Name First Name:** Sorts first by last name and then first name
- **Sort by Student' Assigned Seat:** You can create a seating chart in attendance. This option allows you to sort based on the seating chart. This sort will start in the upper left corner of the seating chart and move left to right.
- **Sort by Student's Grade located in "Term Grade" Column:** Sorts the students based on their term grades. This option will be available only if the option to "Show Term Grade Column in a fixed location on Gradebook screen" has been selected from the Assignment Display Options.

- **Sort by Grade sheet Sequence:** Allows you to determine how the students will be organized in the Gradebook.

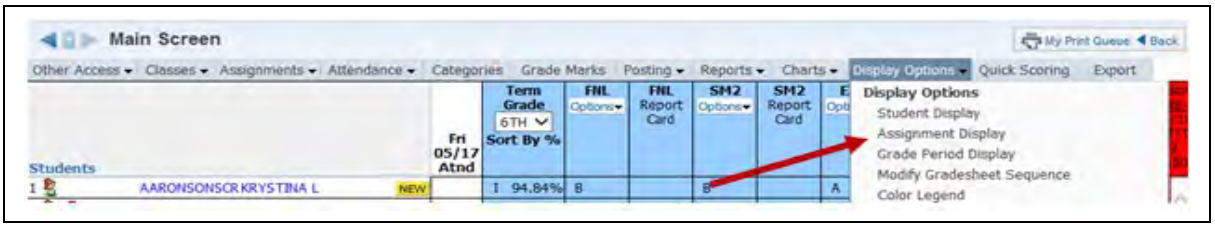


New Sequence	Old Sequence	Last Name	First Name
1	3	ADUSCR	Simon .
2	1	AARONSONSCR	KRYSTINA L.
3	2	ADUSCR	SADIE .
4	4	DAWSSCR	FELICA P.
5	7	RIGGINSCR	SANG M.
6	5	MAYEDASCR	CHARLESETTA L.
7	6	REISCHSCR	GARY D.
8	9	WEIHESCR	FLORRIE K.
9	8	WALTHSCR	DUNCAN X.

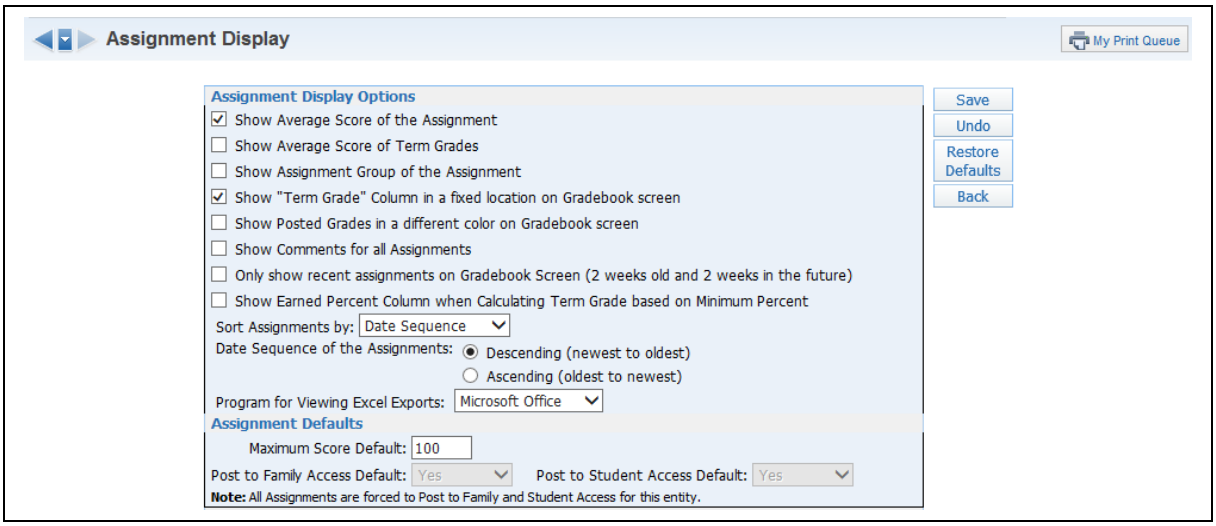
The **Modify Grade sheet Sequence** allows you to determine student order. Use the Move Up and Move Down buttons to put students in the desired order.

Restore Defaults: Sets the options back to the Skyward defaults.

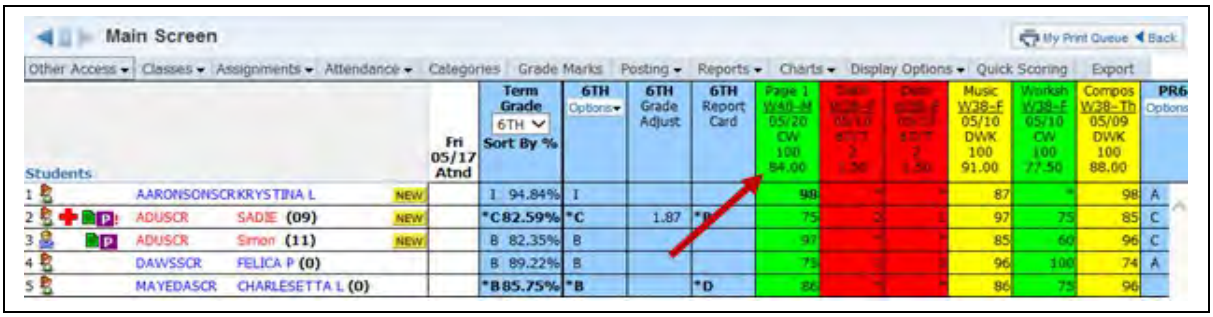
Assignment Display



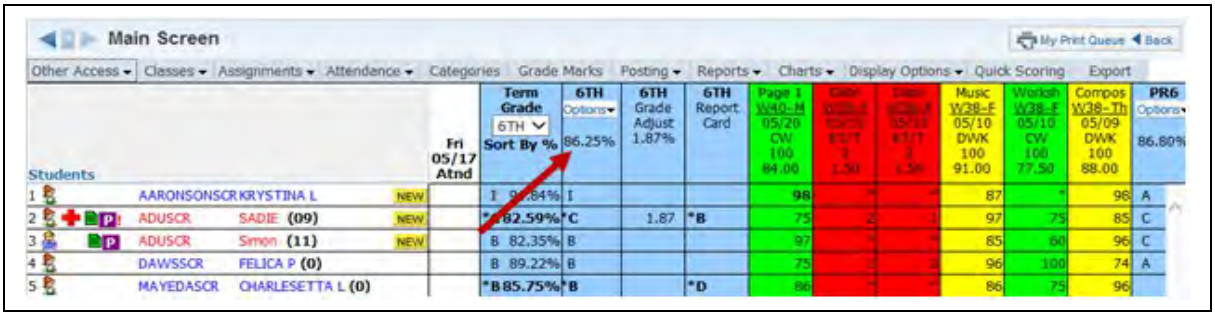
Assignment Display allows to you to set user preferences for display of assignment detail information on the Gradebook Main screen and for assignment score settings. Changes made in this area will modify all your Gradebooks to reflect these settings.



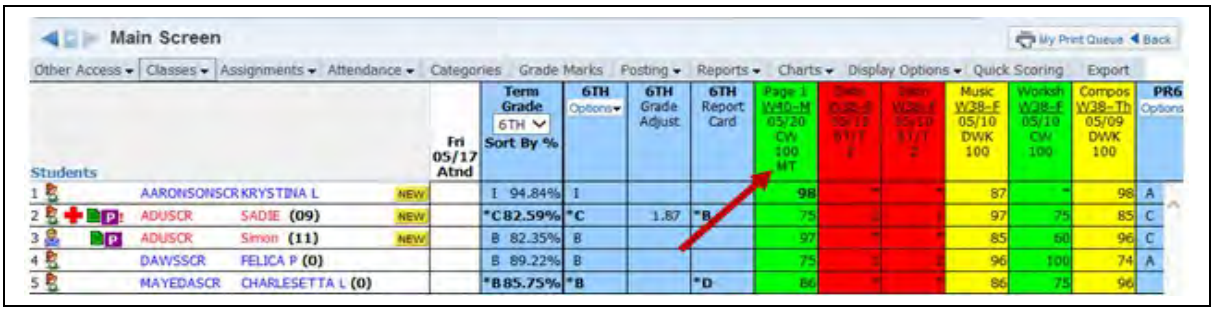
Show Average Score of the Assignment: Displays the average score of each assignment in the Assignment header.



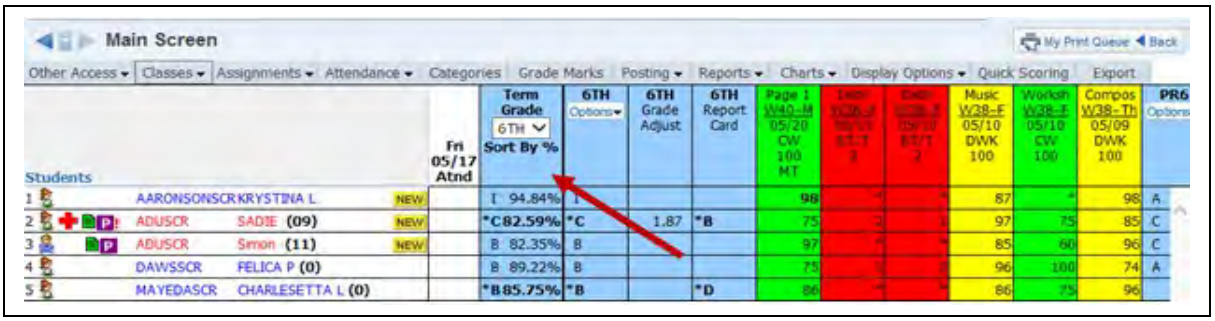
Show Average Score of Term Grades: Displays the average score of the term grades in the Term header.



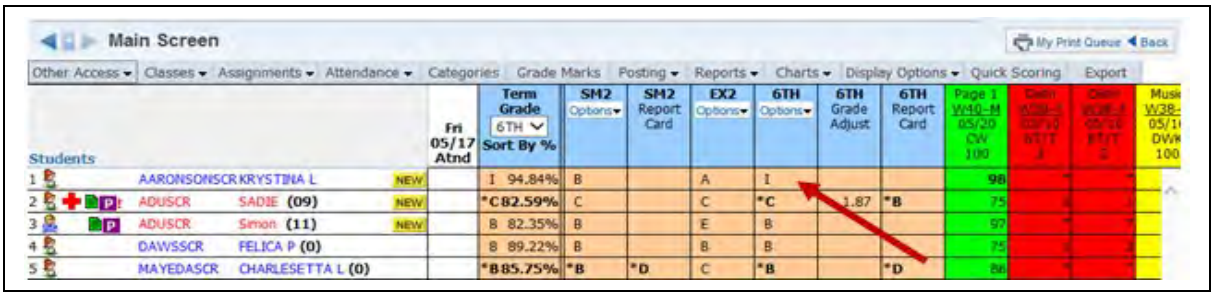
Show the Assignment Group of the Assignment: Displays the Assignment Group attached to the assignment in the Assignment Header.



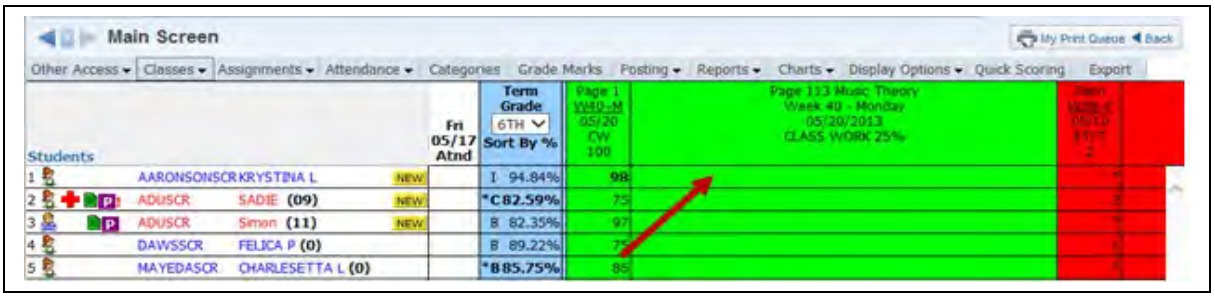
Show "Term Grade" Column in a fixed location on Gradebook screen: Displays a fixed term grade column next to the student names on the Gradebook Main Screen.



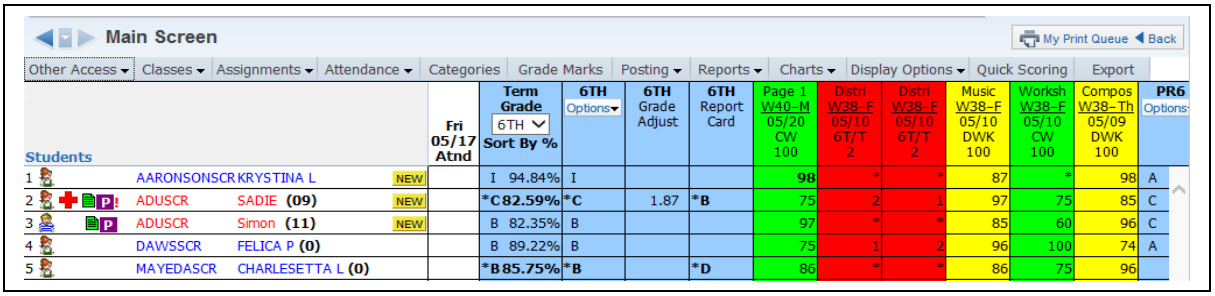
Show Posted Grades in a different color on Gradebook screen: Displays any grades that have been posted with an orange background color.



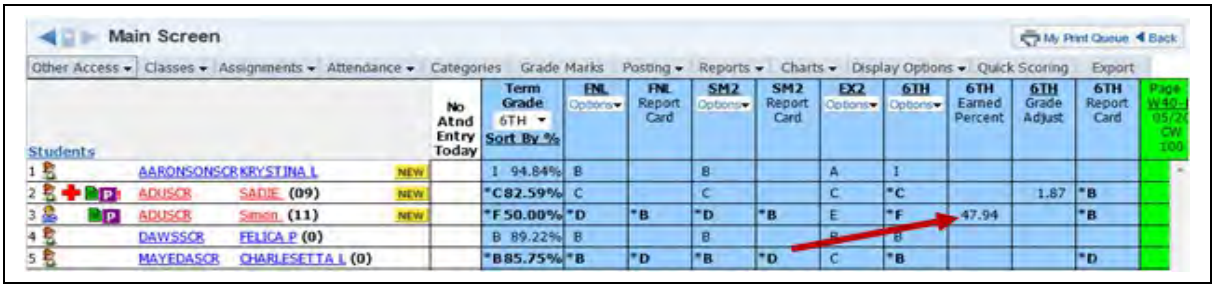
Show Comments for all Assignments: Displays a field for the comments attached to the assignment. The column will display whether or not comments have been entered.



Only show recent assignments on Gradebook Screen (2 weeks old and 2 weeks in the future): Displays those assignments that fall within the specified span in the Gradebook.

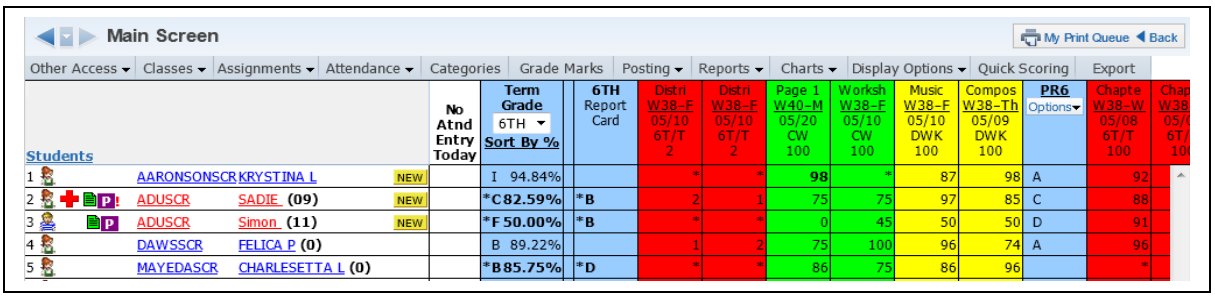


Show Earned Percent Column when Calculating Term Grades based on Minimum Percent: If the entity has entity selected the option to use a minimum percent in the Gradebook, this show the student's actual percentage. The minimum percent is the lowest possible grade percentage that can be given for a term/semester/final grade.

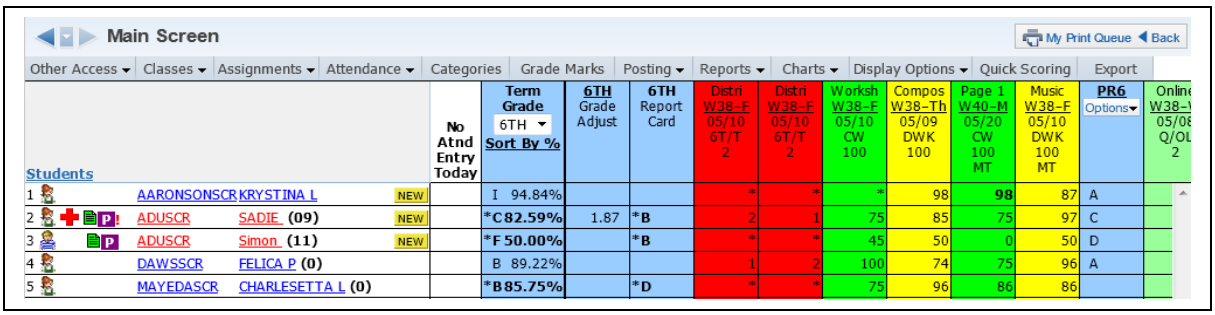


Sort Assignment by:

Category: Groups all assignments for the same category together regardless of due date.

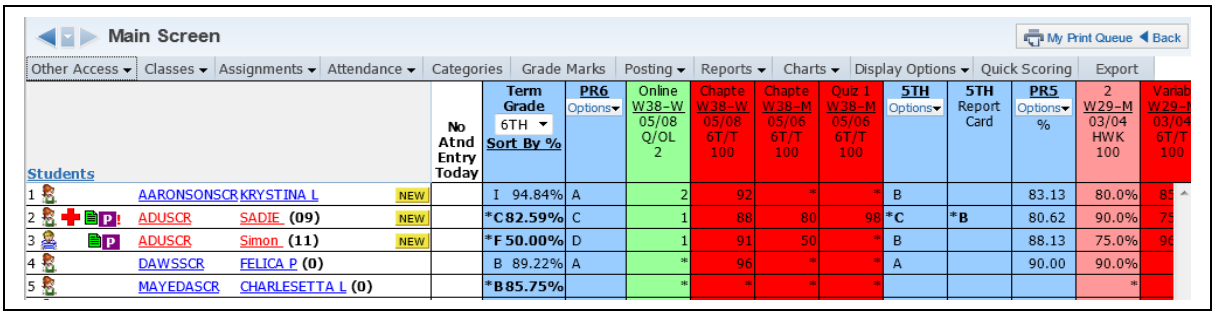


Assignment Group: Sorts the Gradebook based on the Assignment Groups attached to the Assignments.

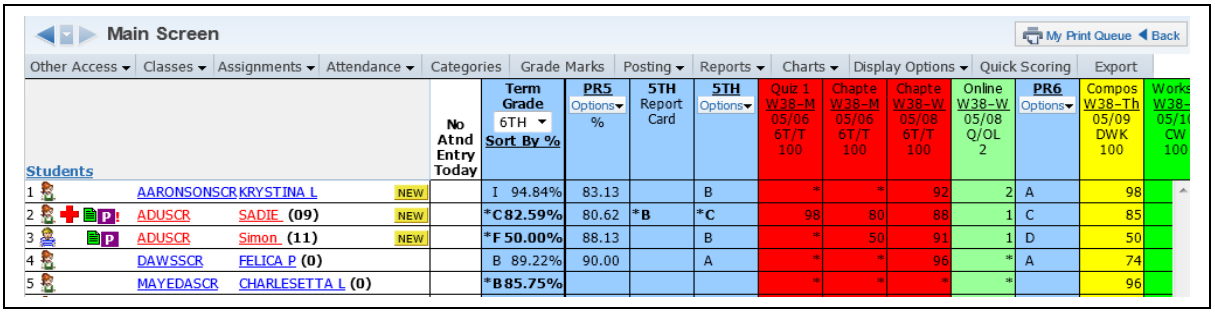


Date Sequence: Sorts the Gradebook assignments based on the due date of the Assignments. You have two options when sorting by Date Sequence: Ascending and Descending.

Descending: Newest Assignments are closer to the student names.



Ascending: Oldest Assignments are closer to the student names.



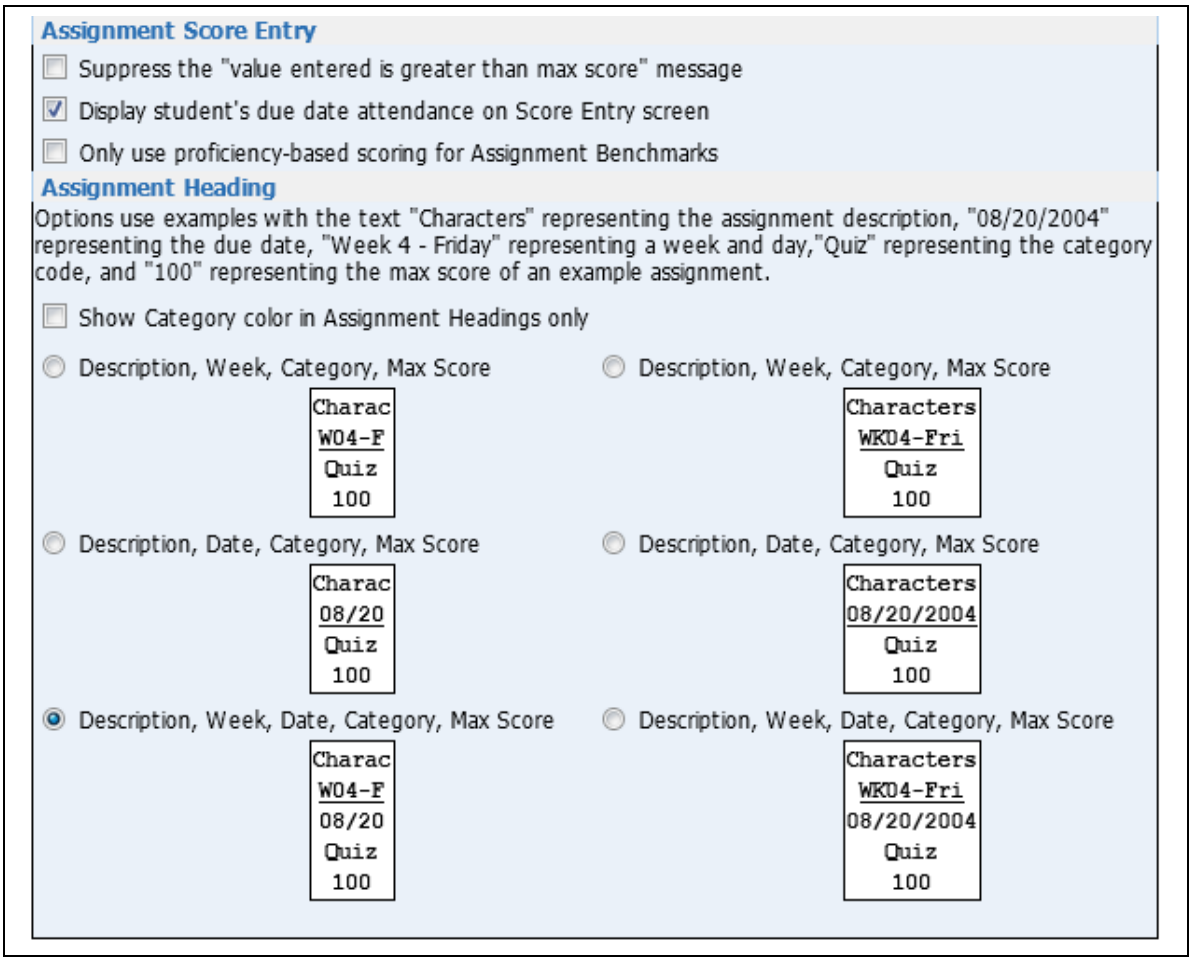
Maximum Score Default: Enter the value that represents your most common maximum assignment value. The value entered will be used to fill in the value for the maximum score automatically when creating new assignments. You will be able to change the value for assignments if the default is not appropriate.

Post to Family and Student Access Default: Allows you to select the value that will be defaulted when adding a new assignment. This option is available only if the entity has not chosen to force all assignments to display in Family and Student Access.

Last Saved: Defaults Post to Family/Student Access to the value that was saved when the last assignment was created.

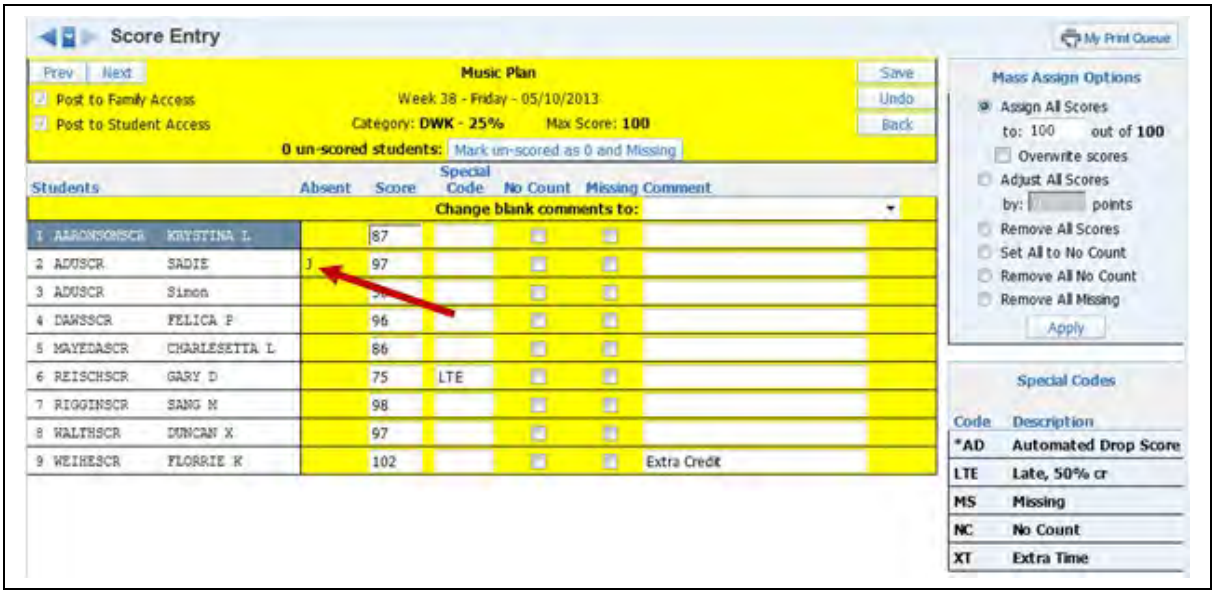
Yes: Defaults Post to Family/Student Access to checked each time a new assignment is created.

No: Defaults Post to Family/Student Access to not checked each time a new assignment is created.



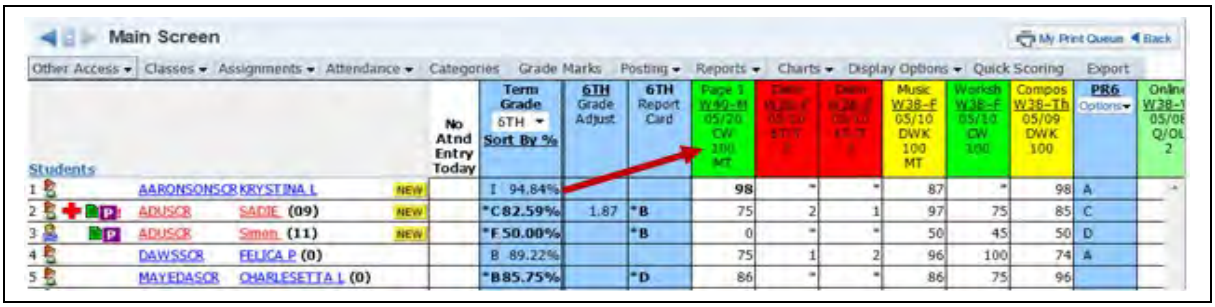
Suppress the "value entered is greater than max score" message: Typically, a warning message will display if an assignment's maximum score is exceeded when you enter a student's score. This message does not prevent you from entering values that exceed the maximum score; it simply provides a warning to prevent potential data entry error. This option disables the warning message.

Display student's due date attendance on Score Entry screen: Displays whether the student was in attendance on the date the assignment was due.



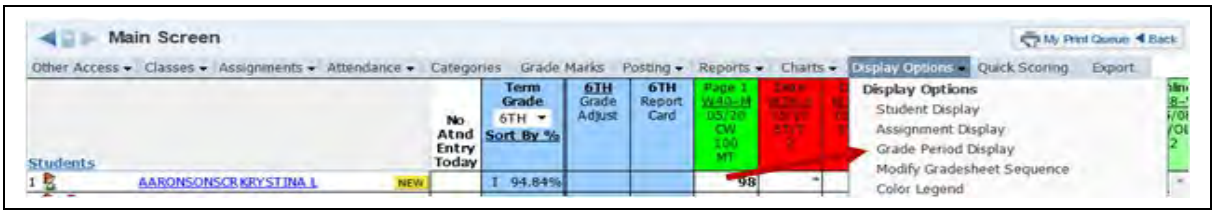
Only use proficiency-based scoring for Assignment Benchmarks: When Proficiency-based scoring is turned on, the grades for assignments are averaged together based on the possible points to be earned from each Benchmark/Academic Standard attached to an assignment. You can find more information regarding proficiency-based scoring in the Setup Options section of this guide.

Show Category color in Assignment Headings only: Displays the category color for only the Assignment header instead of throughout the assignment column.

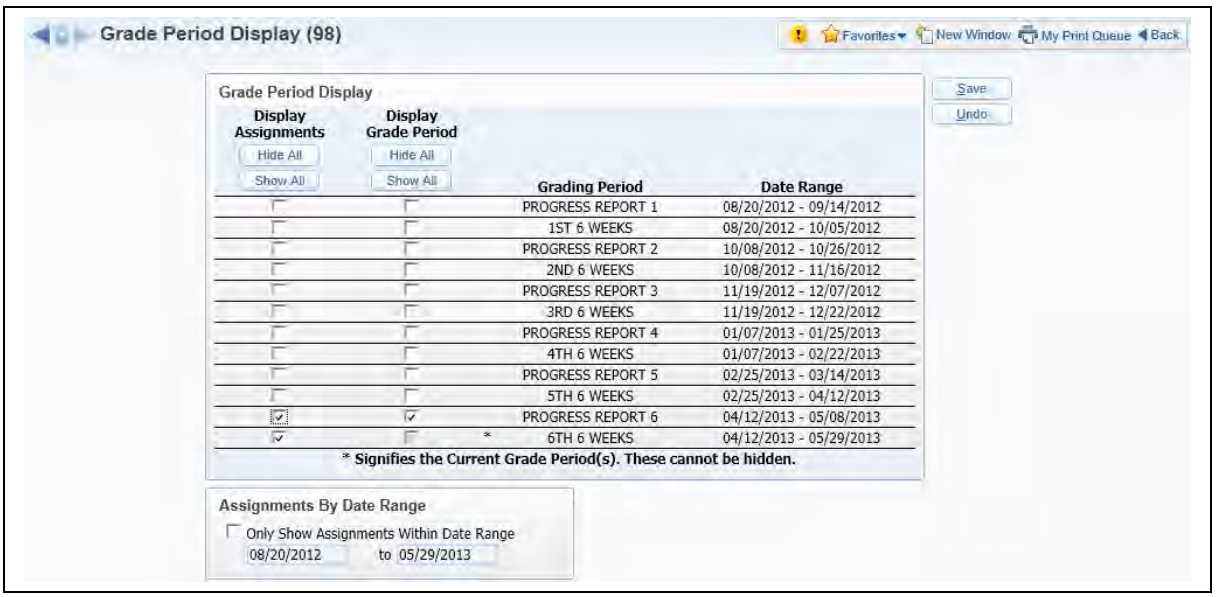


Assignment Heading: Determines the header size and assignment information that displays in the Assignment header on the Gradebook Main screen. A smaller assignment heading display allows for more assignments to be viewed at one time without scrolling. A larger display provides a clearer description.

Grade Period Display



The Grade Period display allows you to determine the grading periods that will display in the Gradebook. You need to go into each individual Gradebook to determine the grading periods that display.

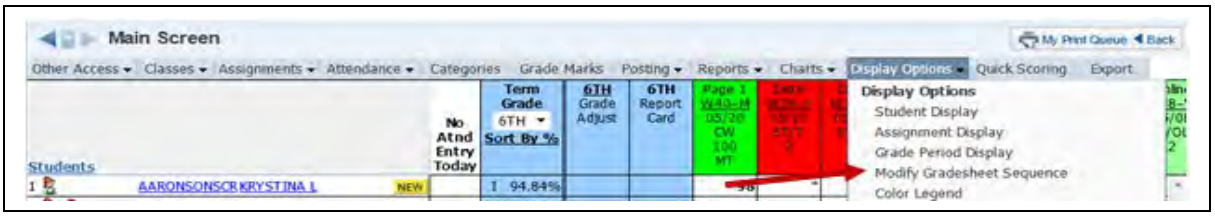


Display Assignments: Allows you to determine whether assignments display in the Gradebook for the grading period.

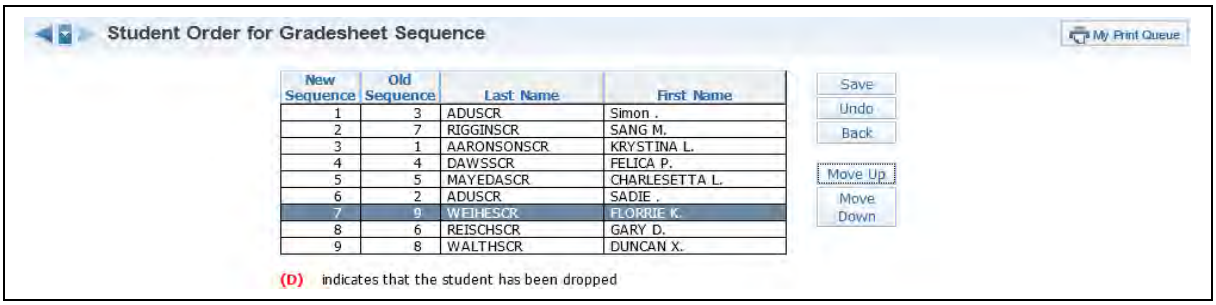
Display Grade Period: Allows you to determine whether the grading period will display in the Gradebook; you cannot hide the current grading period.

Assignments By Date Range: Allows you to display assignments based on a date range.

Modify Grade Sheet Sequence



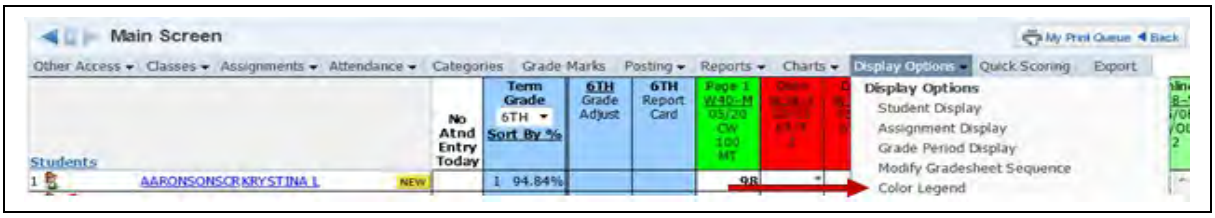
Modify Grade sheet Sequence allows you to modify student name order on the Gradebook Main screen, if you are sorting based upon the Grade sheet Sequence.



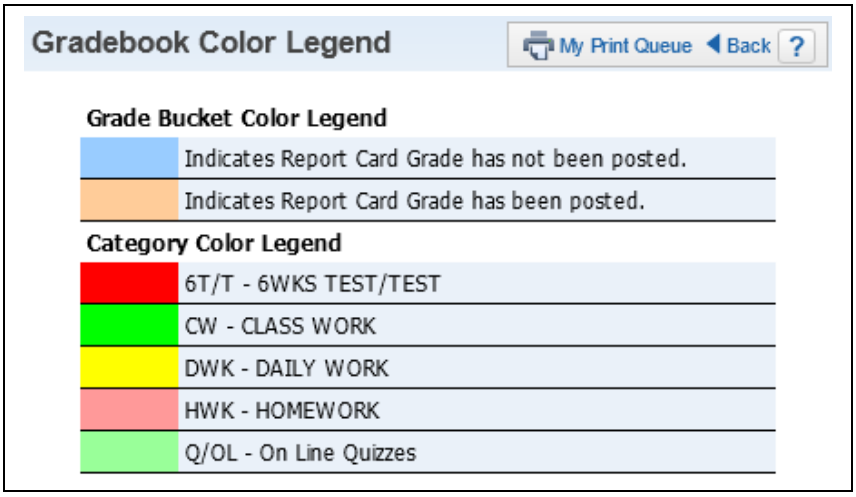
New Sequence	Old Sequence	Last Name	First Name
1	3	ADUSCR	Simon .
2	7	RIGGINSCR	SANG M.
3	1	AARONSONSCR	KRYSTINA L.
4	4	DAWSSCR	FELICA P.
5	5	MAYEDASCR	CHARLESETTA L.
6	2	ADUSCR	SADIE .
7	9	WEIHESCR	FLORRIE K.
8	6	REISCHSCR	GARY D.
9	8	WALTHSCR	DUNCAN X.

This same option is also found in the Student Display Options.

Color Legend

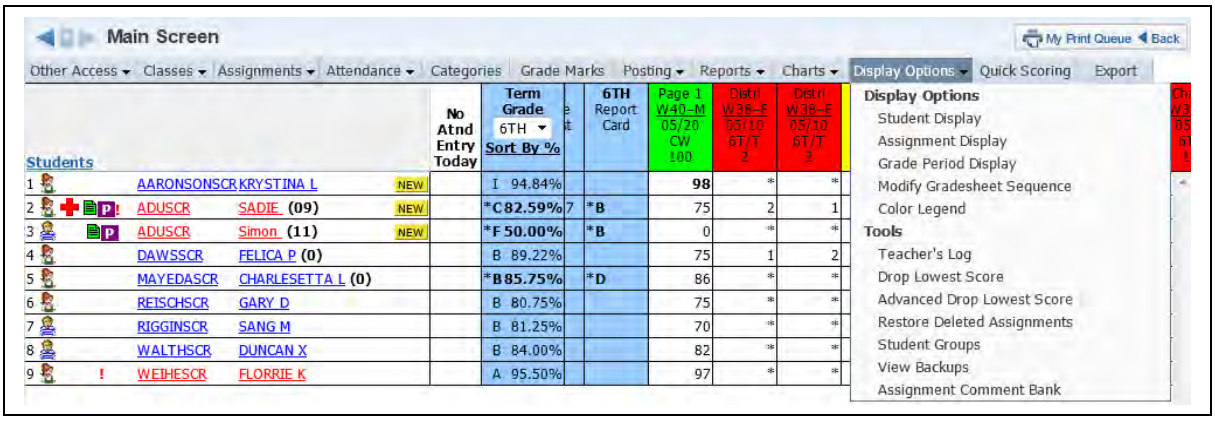


Color Legend displays shows colors used in the Gradebook and their meaning, including posting status colors if this has been selected in Assignment Display Options.



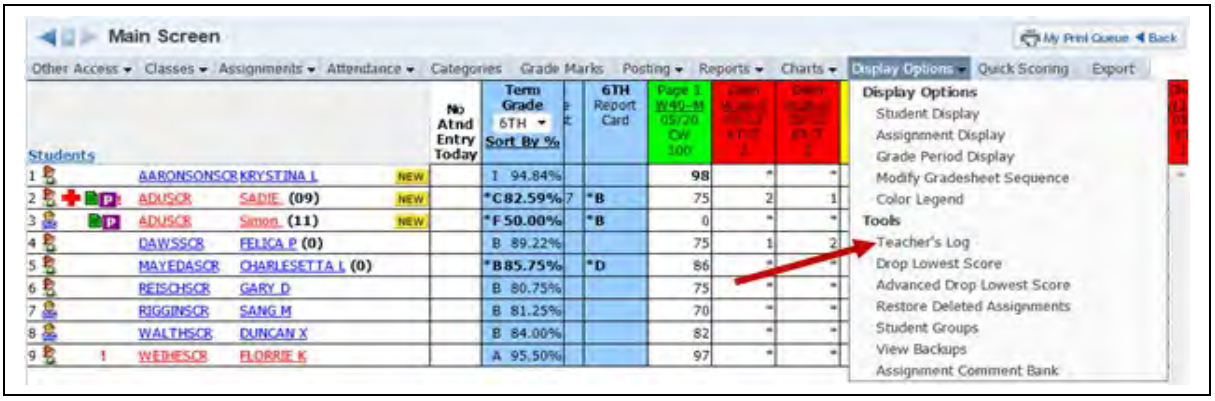
Tools

Teacher's Log
Drop Lowest Score
Advanced Drop Lowest Score
Restore Deleted Assignments
Student Groups
View Backups
Assignment Comment Bank

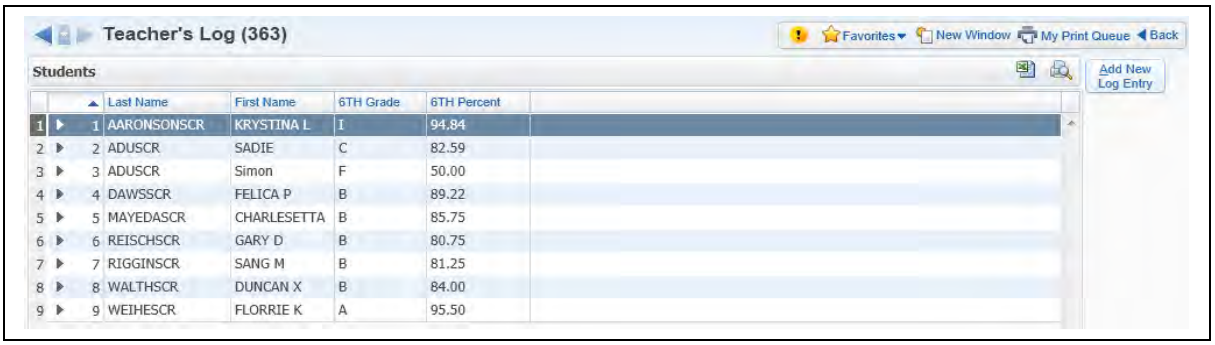


Tools provides additional functionality in the Gradebook.

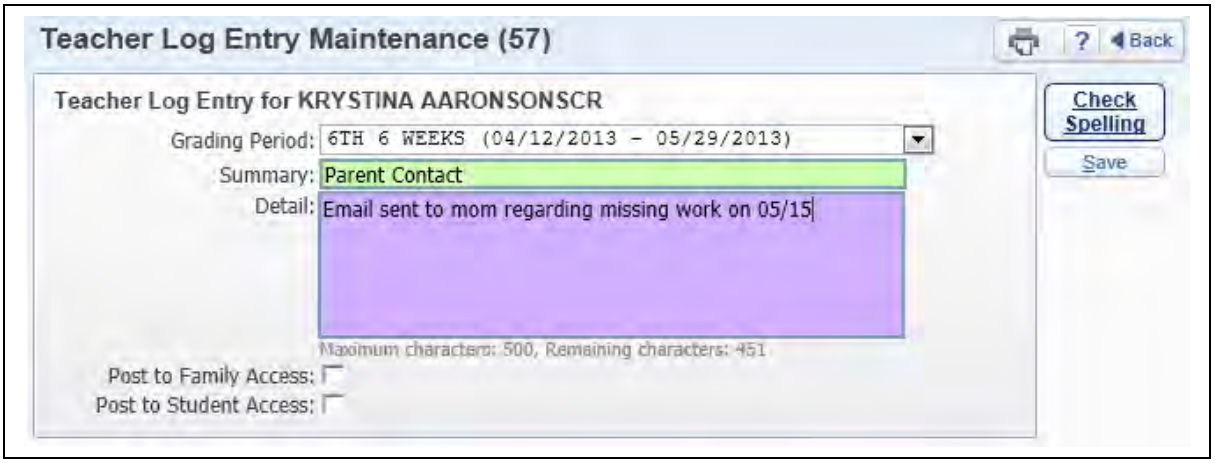
Teacher's Log



The Teacher's Log allows you to add a note or comment regarding a student. The teacher log entries can display in Family/Student Access and can also be printed on the Progress Detail Report.



All students will display in the Teacher's Log. You can add a new entry by selecting the appropriate student and clicking the **Add New Log Entry** button.



Grading Period: Select the Grading Period for the Teacher Log Entry. It will default to the current grading period.

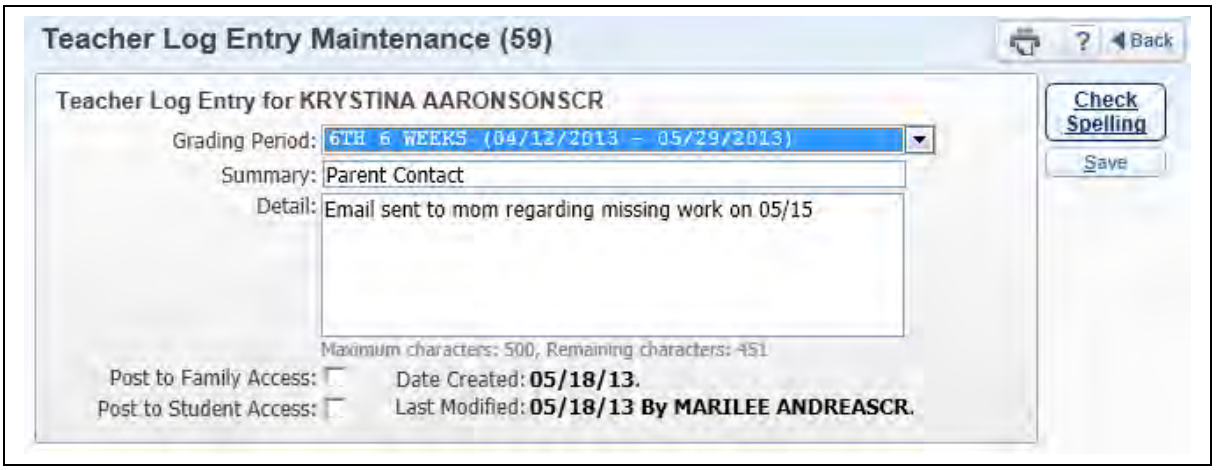
Summary: Enter a brief description of the entry.

Detail: Add the entry information; maximum character limit is 500.

Post to Family/Student Access: Determines whether the Teacher Log Entry can be seen in Family/Student Access.

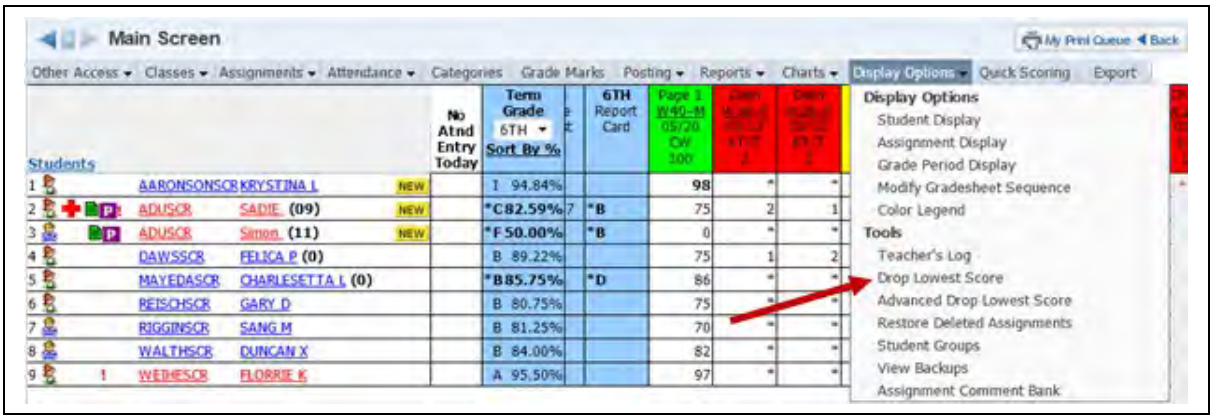
Edit/Delete of Teacher Log Entry

Click on the arrow next to the student's name to view/edit/delete prior entries.

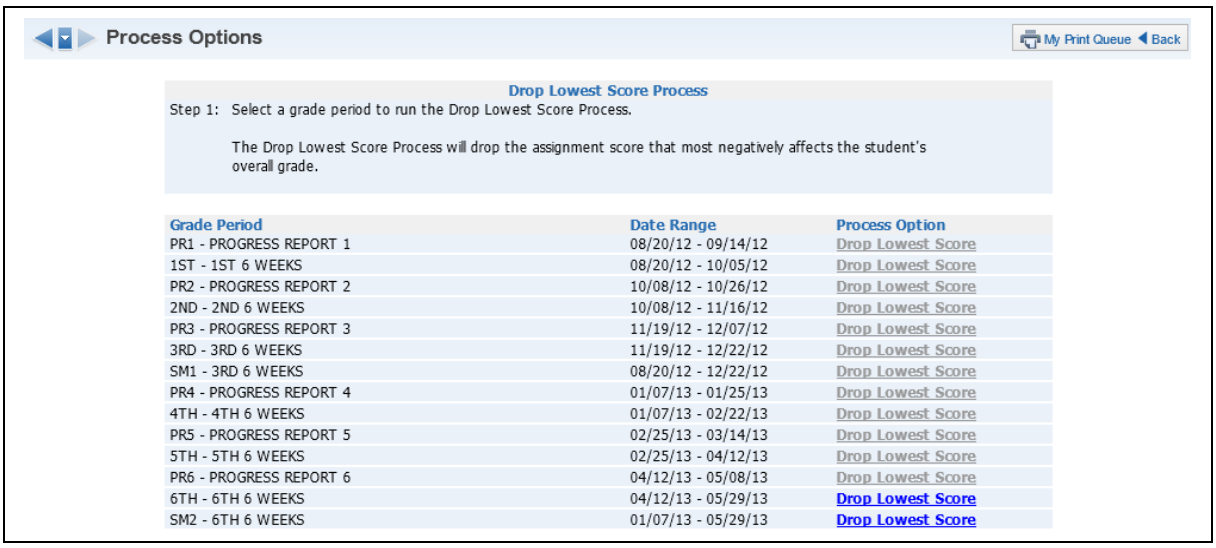


When you edit an entry, it will display the date it was created as well the date it was modified.

Drop Lowest Score

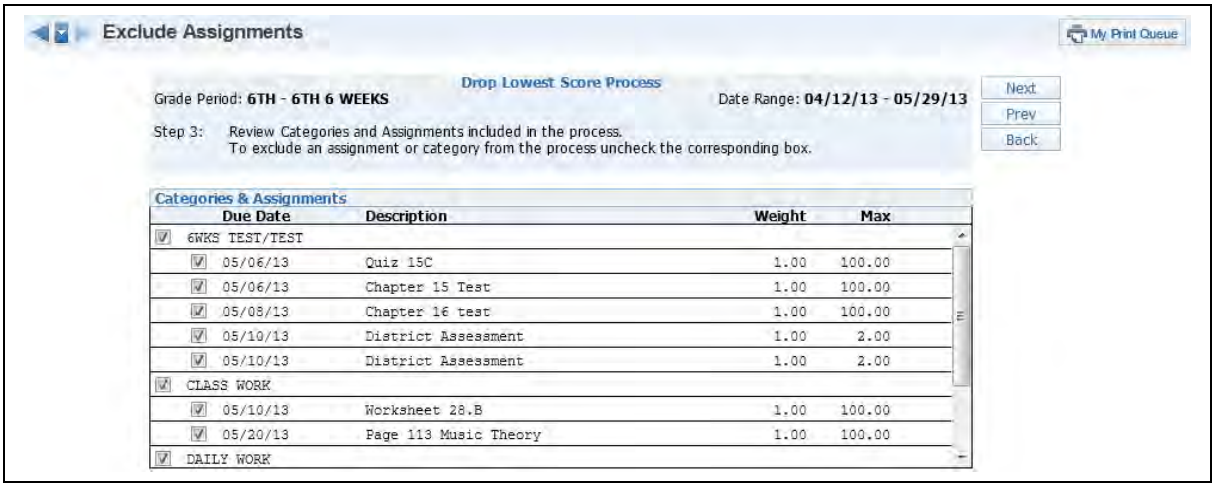


Drop Lowest Score is a tool that automates the process of dropping students' lowest assignment scores for a class.

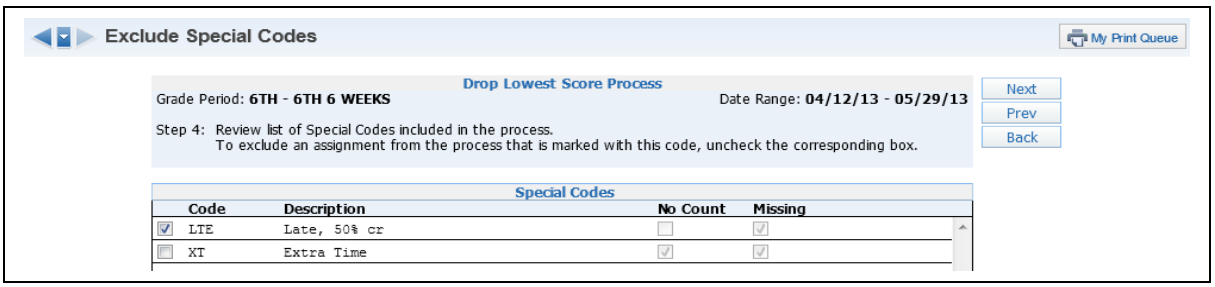


Step 1 – Choose the grading period you wish to process. Some grading periods are grayed out because the grading period is no longer open for grade entry or the Posting Complete flag has been set in the Grade Posting Status for the grading period.

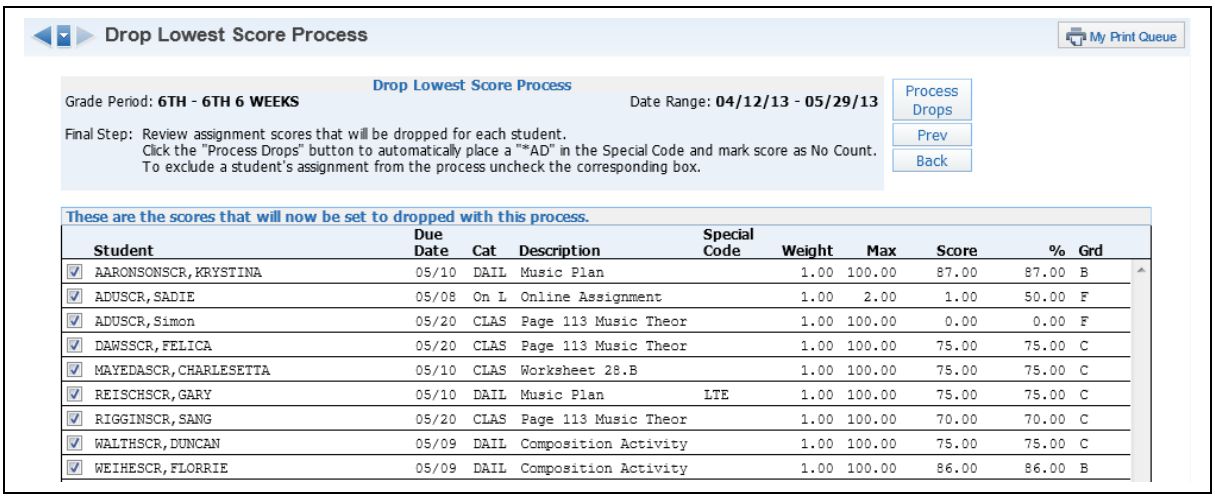
Step 2 – Verify the students who will be included when running Drop Lowest Score. If you want to exclude a student from this process, uncheck the box next to the student's name. After reviewing the names, click **Next**.



Step 3 – Review the assignments that can be included in the Drop Lowest Score process. To exclude an assignment or category, uncheck the box next to it. If you uncheck a category, all assignments attached to that category will be unchecked. After excluding the assignments, click **Next**.



Step 4 – Review the Special Codes to determine whether assignments with these Special Codes should be included in the Drop Lowest Score process. Uncheck the box next to the code to exclude it from the process. Click **Next** after verifying the Special Codes.



Drop Lowest Score Process

My Print Queue

Drop Lowest Score Process

Grade Period: **6TH - 6TH 6 WEEKS** Date Range: **04/12/13 - 05/29/13**

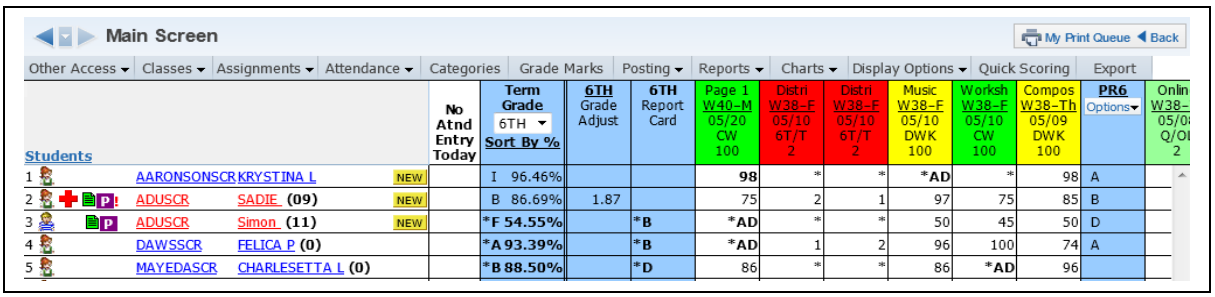
Process Drops | Prev | Back

Final Step: Review assignment scores that will be dropped for each student.
Click the "Process Drops" button to automatically place a "*AD" in the Special Code and mark score as No Count.
To exclude a student's assignment from the process uncheck the corresponding box.

These are the scores that will now be set to dropped with this process.

Student	Due Date	Cat	Description	Special Code	Weight	Max	Score	%	Grd
AARONSONSCR,KRYSTINA	05/10	DAIL	Music Plan		1.00	100.00	87.00	87.00	B
ADUSCR,SADIE	05/08	On L	Online Assignment		1.00	2.00	1.00	50.00	F
ADUSCR,Simon	05/20	CLAS	Page 113 Music Theor		1.00	100.00	0.00	0.00	F
DAWSSCR,FELICA	05/20	CLAS	Page 113 Music Theor		1.00	100.00	75.00	75.00	C
MAYEDASCR,CHARLESETTA	05/10	CLAS	Worksheet 28.B		1.00	100.00	75.00	75.00	C
REISCHSCR,GARY	05/10	DAIL	Music Plan	LTE	1.00	100.00	75.00	75.00	C
RIGGINSCR,SANG	05/20	CLAS	Page 113 Music Theor		1.00	100.00	70.00	70.00	C
WALTHSCR,DUNCAN	05/09	DAIL	Composition Activity		1.00	100.00	75.00	75.00	C
WEIHESCR,FLORRIE	05/09	DAIL	Composition Activity		1.00	100.00	86.00	86.00	B

Step 5 – This screen displays the students and their assignments that will be dropped by the Drop Lowest Score process. You can exclude a student from the drop process by unchecking the box next to the student's name. After verifying the assignments that will be dropped, click **Process Drops**.



Main Screen

My Print Queue | Back

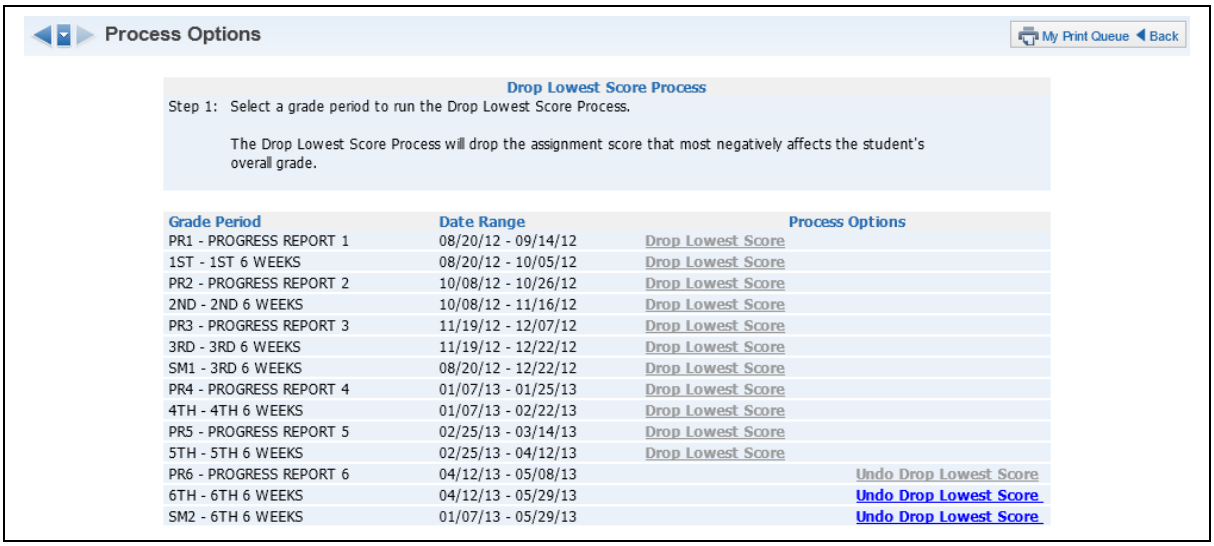
Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Posting | Reports | Charts | Display Options | Quick Scoring | Export

Students			No Atnd Entry Today	Term Grade 6TH Sort By %	6TH Grade Adjust	6TH Report Card	Page 1 W40-M 05/20 CW 100	Distri W38-F 05/10 6T/T 2	Distri W38-F 05/10 6T/T 2	Music W38-F 05/10 DWK 100	Worksh W38-F 05/10 CW 100	Compos W38-Th 05/09 DWK 100	PR6 Options	Onlin W38- 05/0 Q/O 2
1 AARONSONSCR	KRYSTINA L	NEW		I 96.46%			98	*	*	*AD	*	98	A	
2 ADUSCR	SADIE (09)	NEW		B 86.69%	1.87		75	2	1	97	75	85	B	
3 ADUSCR	Simon (11)	NEW		*F 54.55%		*B	*AD	*	*	50	45	50	D	
4 DAWSSCR	FELICA P (0)			*A 93.39%		*B	*AD	1	2	96	100	74	A	
5 MAYEDASCR	CHARLESETTA L (0)			*B 88.50%		*D	86	*	*	86	*AD	96		

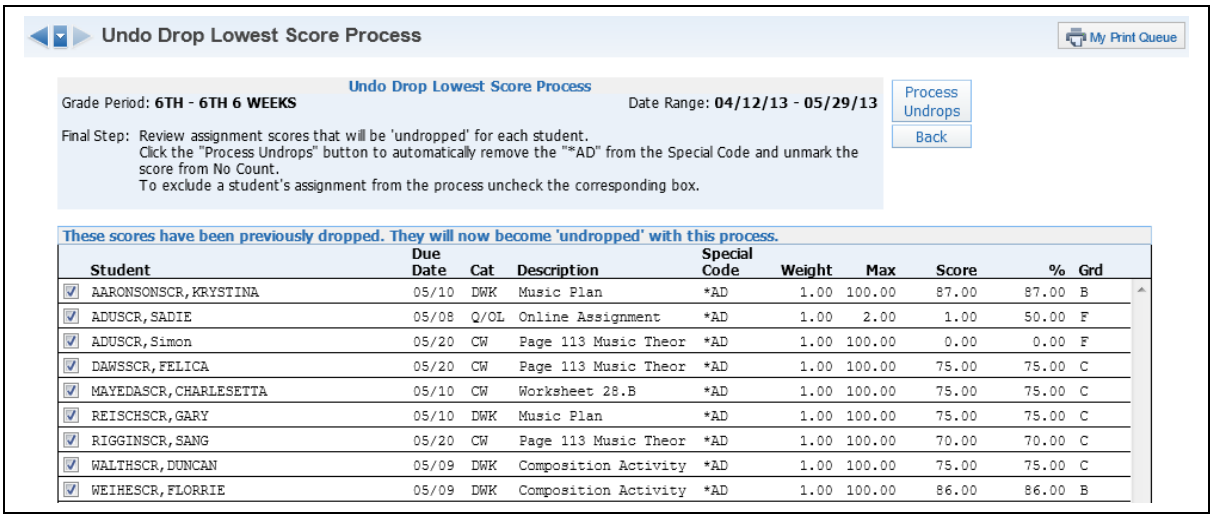
Grades that were dropped by this process are marked with an *AD in the score cell. Scores will be dropped only if this will improve the student's grade. The Drop Lowest Score Process does not continue to look for the lowest score after it has been run. If additional scores have been entered, you can undo the Drop Lowest Score results and re-run the process to locate the current lowest score.

Undo Drop Lowest Score

Select **Drop Lowest Score** from the Display Options drop-down list.

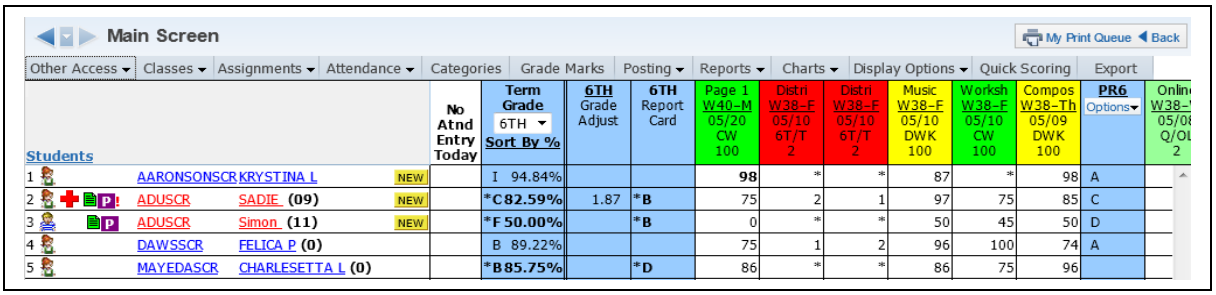


Step 1 – Select **Undo Drop Lowest Score**.



Student	Due Date	Cat	Description	Special Code	Weight	Max	Score	%	Grd
AARONSONSCR,KRYSTINA	05/10	DWK	Music Plan	*AD	1.00	100.00	87.00	87.00	B
ADUSCR,SADIE	05/08	Q/OL	Online Assignment	*AD	1.00	2.00	1.00	50.00	F
ADUSCR,Simon	05/20	CW	Page 113 Music Theor	*AD	1.00	100.00	0.00	0.00	F
DAWSSCR,FELICA	05/20	CW	Page 113 Music Theor	*AD	1.00	100.00	75.00	75.00	C
MAYEDASCR,CHARLESETTA	05/10	CW	Worksheet 28.B	*AD	1.00	100.00	75.00	75.00	C
REISCHSCR,GARY	05/10	DWK	Music Plan	*AD	1.00	100.00	75.00	75.00	C
RIGGINSCR,SANG	05/20	CW	Page 113 Music Theor	*AD	1.00	100.00	70.00	70.00	C
WALTHSCR,DUNCAN	05/09	DWK	Composition Activity	*AD	1.00	100.00	75.00	75.00	C
WEIHESCR,FLORRIE	05/09	DWK	Composition Activity	*AD	1.00	100.00	86.00	86.00	B

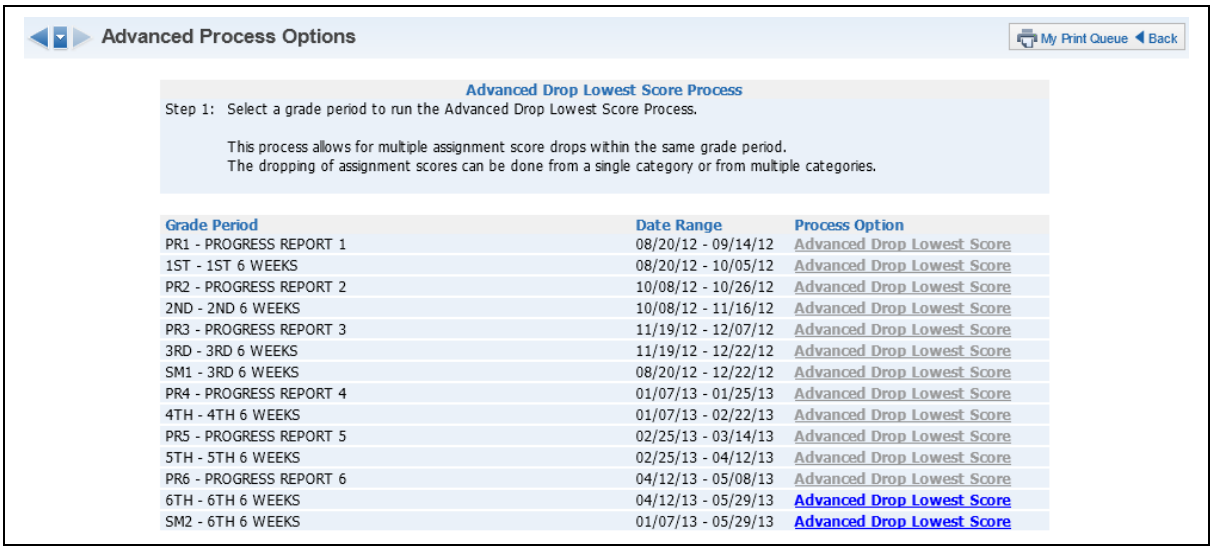
Step 2 – Verify the students and assignments for whom current drops will be undone. You are able to see the prior score for the assignment. Click **Process Undrops** to return the assignment scores to grade calculations.



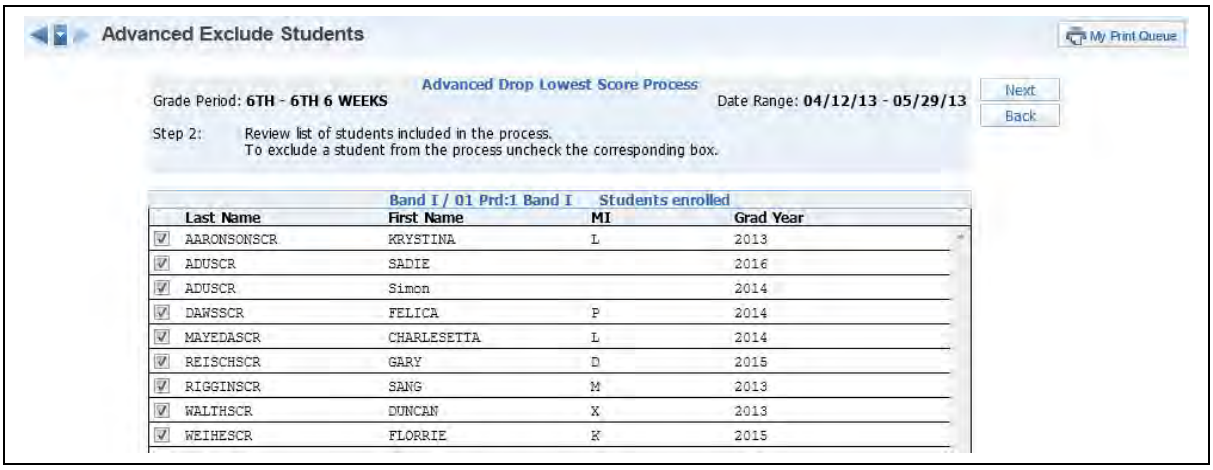
The *AD special code has been removed from the assignment and the assignment score now displays. The score is now being included in the student's class grade.

Advanced Drop Lowest Score

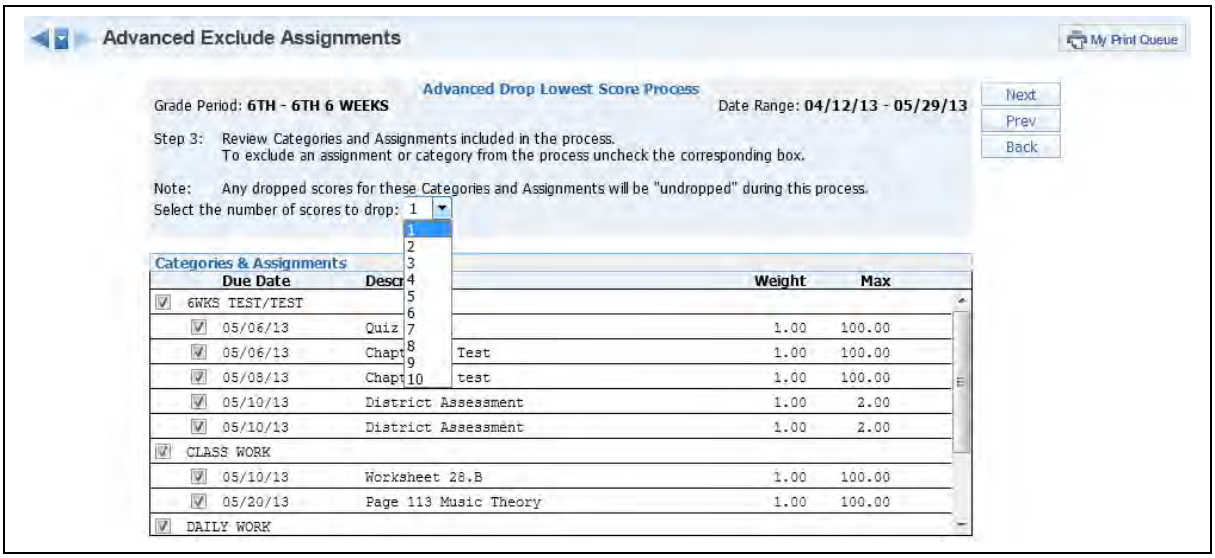
Advanced Drop Lowest Score allows for multiple assignment scores to be dropped within the same grading period.



Step 1 - Choose the grading period you wish to process. Some grading periods are grayed out because the grading period is no longer open for grade entry or the Posting Complete flag has been set in Grade Posting Status for the grading period.



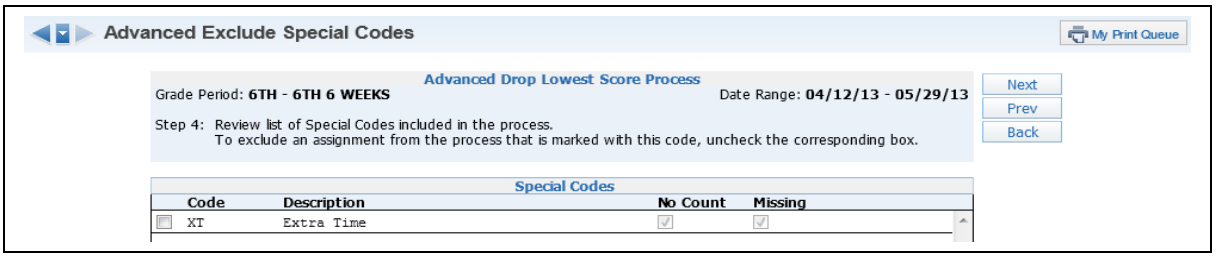
Step 2 - Verify the students who will be included when running Advanced Drop Lowest Score. If you want to exclude a student from this process, uncheck the box next to the student's name. After reviewing the names, click **Next**.



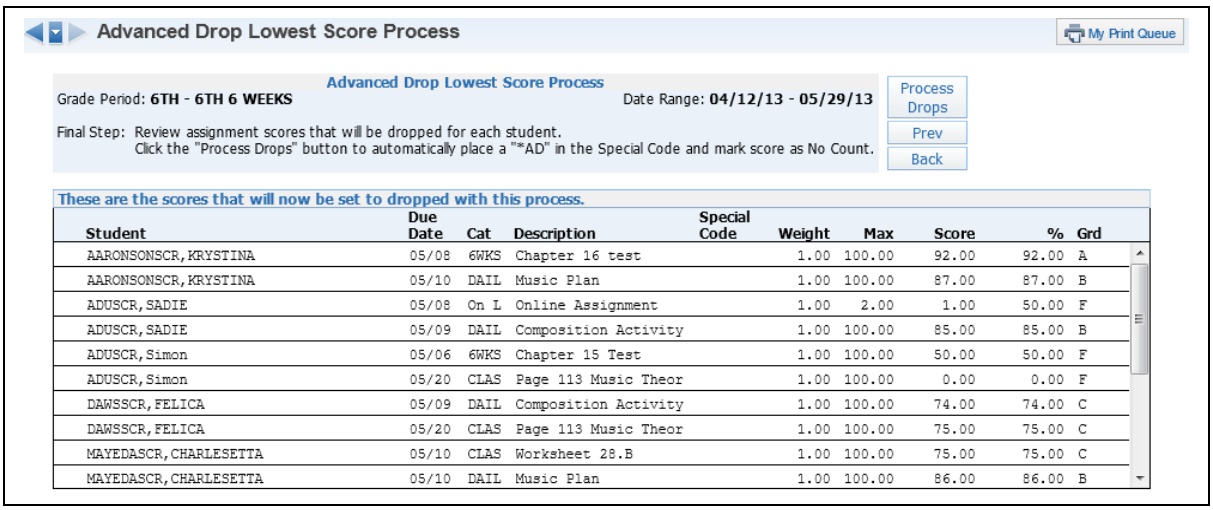
Step 3 – Select the number of scores to drop when running the Advanced Drop Lowest Scores process. You can also specify the assignment(s) and/or assignment categories that should be excluded from this drop process. The selections you make on this screen will depend upon the desired end results.

Example A – If you want to drop a score from one category and then drop a second score from another category, you would run the Advanced Drop Lowest Score process twice. Each time you run the process, you would select '1' as the number of scores to drop and deselect all other categories except the appropriate one from the list.

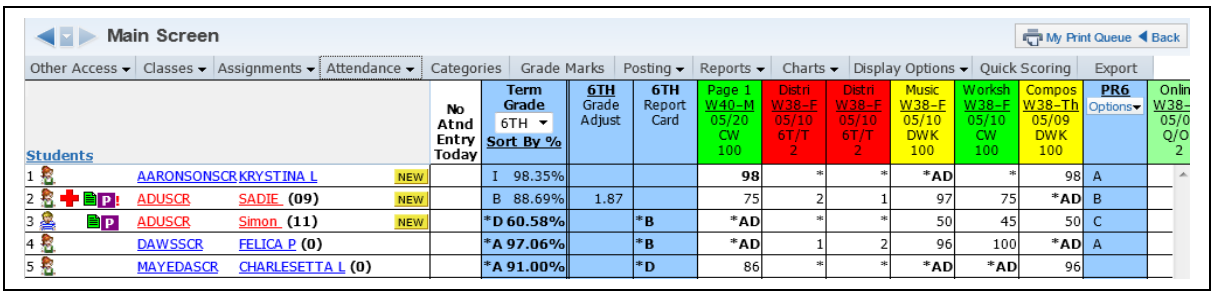
Example B – If you want to drop two scores overall with the result being one score dropped from each of two categories or two scores dropped from a single category, you would run this process only once. You would select 2 as the number of scores to drop, deselect any categories that need to be excluded and then allow the system to find the two lowest remaining scores in the remaining categories.



Step 4 - Review the Special Codes to determine whether assignments with these Special Codes should be included in the process. Click **Next** after verifying the Special Codes.

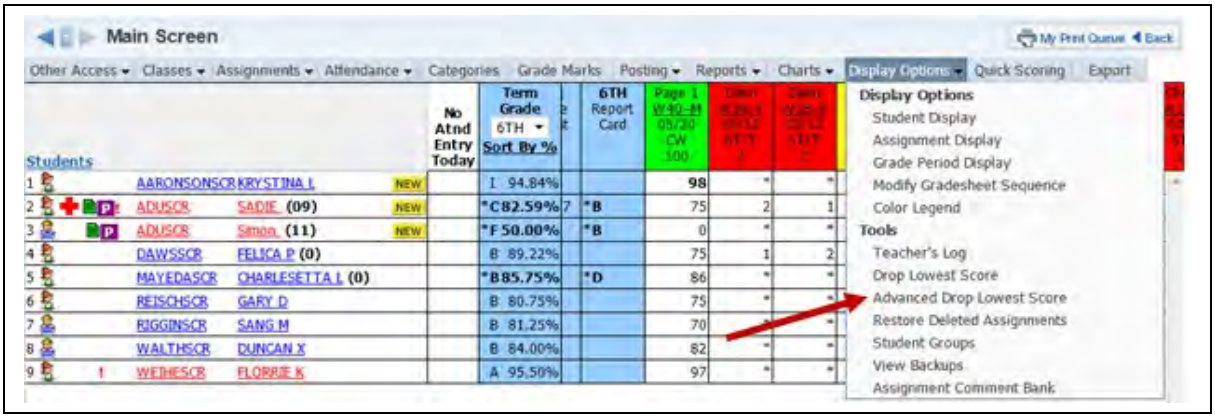


Step 5 - This screen shows the students and their assignments that will be dropped. You can exclude a student from this drop process by unchecking the box next to the student's name. After verifying the assignments that will be dropped, click **Process Drops**.

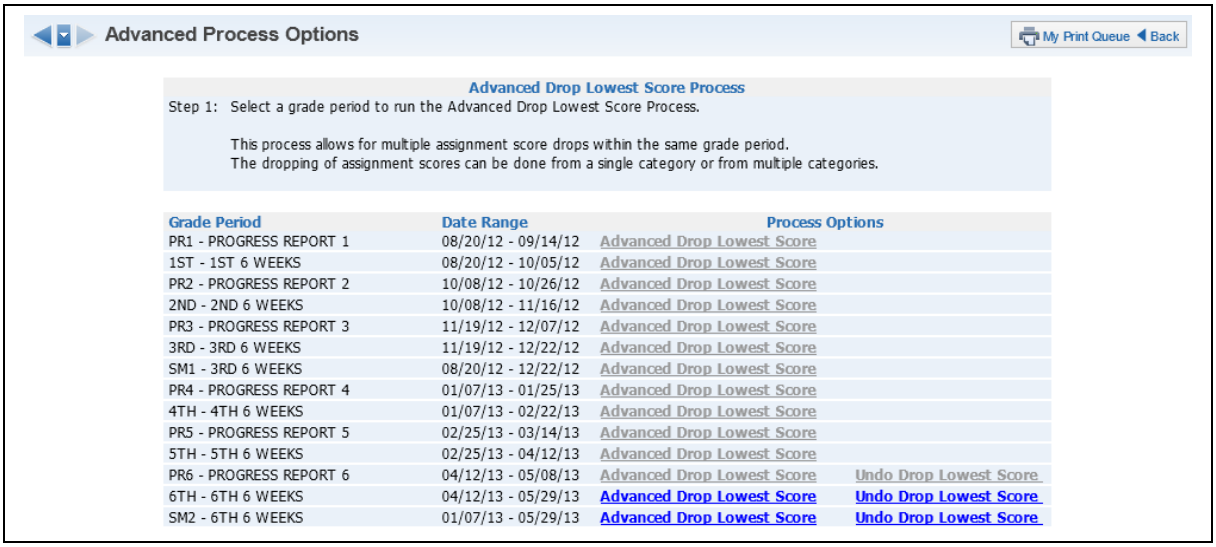


Grades that were dropped are marked with an *AD in the score cell. Scores will be dropped only if the drops will improve the student's grade. The Advanced Drop Lowest Score Process does not continue to look for the lowest score after it has been run. If additional scores have been entered, you can Undo the Drop Lowest Score results and re-run the process to locate the current lowest score.

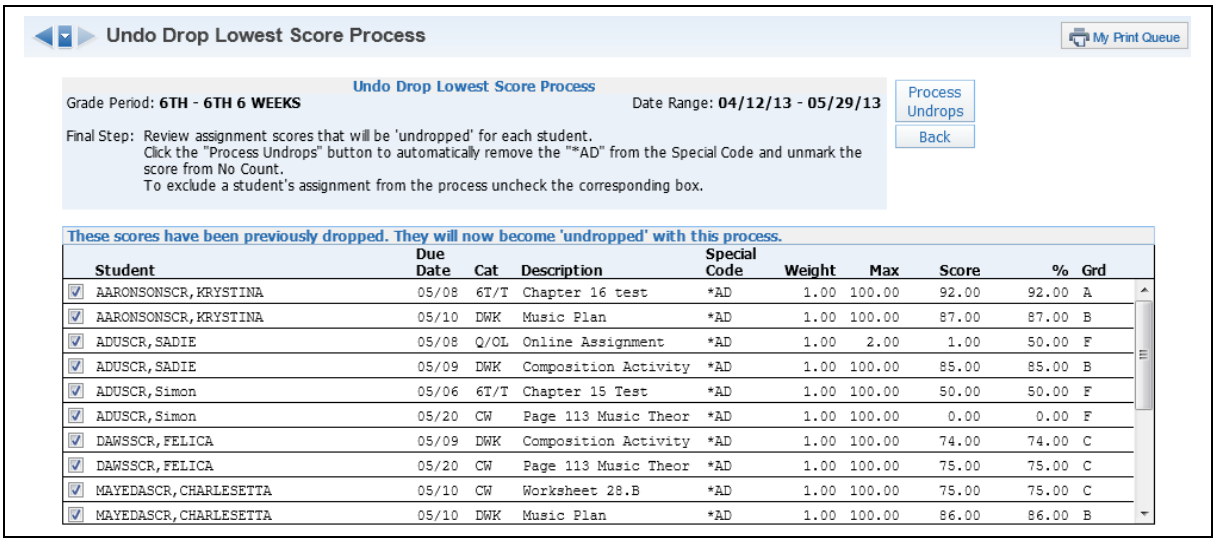
Undo Advanced Drop Lowest Score



Select **Advanced Drop Lowest Score** from the Display Options drop-down list.

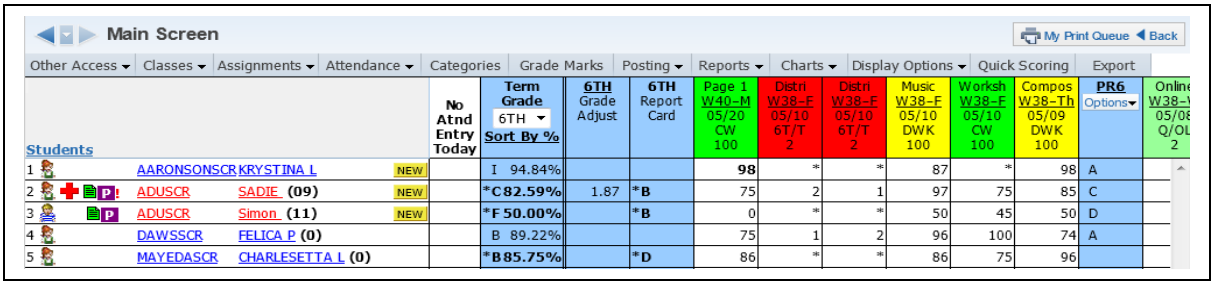


Step 1 – Select **Undo Drop Lowest Score**.



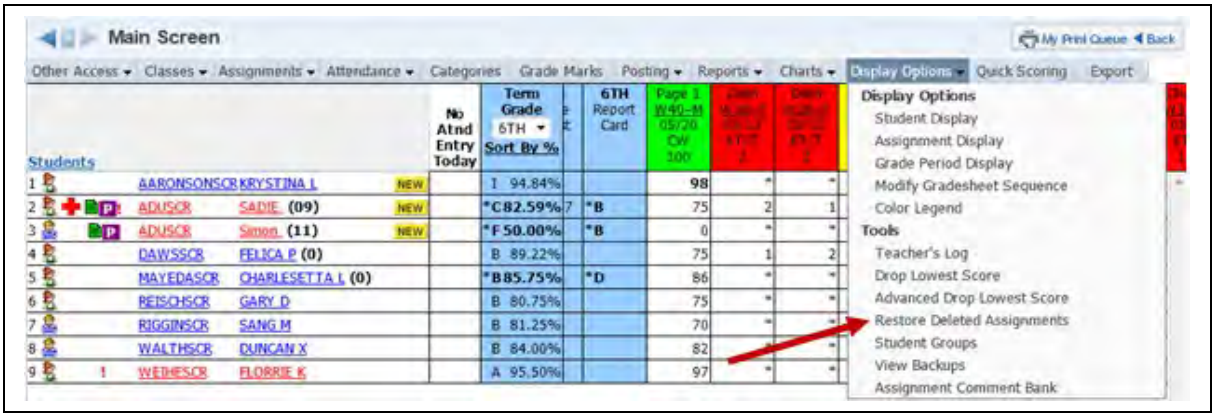
Student	Due Date	Cat	Description	Special Code	Weight	Max	Score	%	Grd
AARONSONSCR,KRYSTINA	05/08	6T/T	Chapter 16 test	*AD	1.00	100.00	92.00	92.00	A
AARONSONSCR,KRYSTINA	05/10	DWK	Music Plan	*AD	1.00	100.00	87.00	87.00	B
ADUSCR,SADIE	05/08	Q/OL	Online Assignment	*AD	1.00	2.00	1.00	50.00	F
ADUSCR,SADIE	05/09	DWK	Composition Activity	*AD	1.00	100.00	85.00	85.00	B
ADUSCR,Simon	05/06	6T/T	Chapter 15 Test	*AD	1.00	100.00	50.00	50.00	F
ADUSCR,Simon	05/20	CW	Page 113 Music Theor	*AD	1.00	100.00	0.00	0.00	F
DAWSSCR,FELICA	05/09	DWK	Composition Activity	*AD	1.00	100.00	74.00	74.00	C
DAWSSCR,FELICA	05/20	CW	Page 113 Music Theor	*AD	1.00	100.00	75.00	75.00	C
MAYEDASCR,CHARLESETTA	05/10	CW	Worksheet 28.B	*AD	1.00	100.00	75.00	75.00	C
MAYEDASCR,CHARLESETTA	05/10	DWK	Music Plan	*AD	1.00	100.00	86.00	86.00	B

Step 2 – Verify the students and assignments where drops will be reversed. You are able to see the prior score for the assignment. Click **Process Undrops** to return the assignment scores to being included in grade calculations.



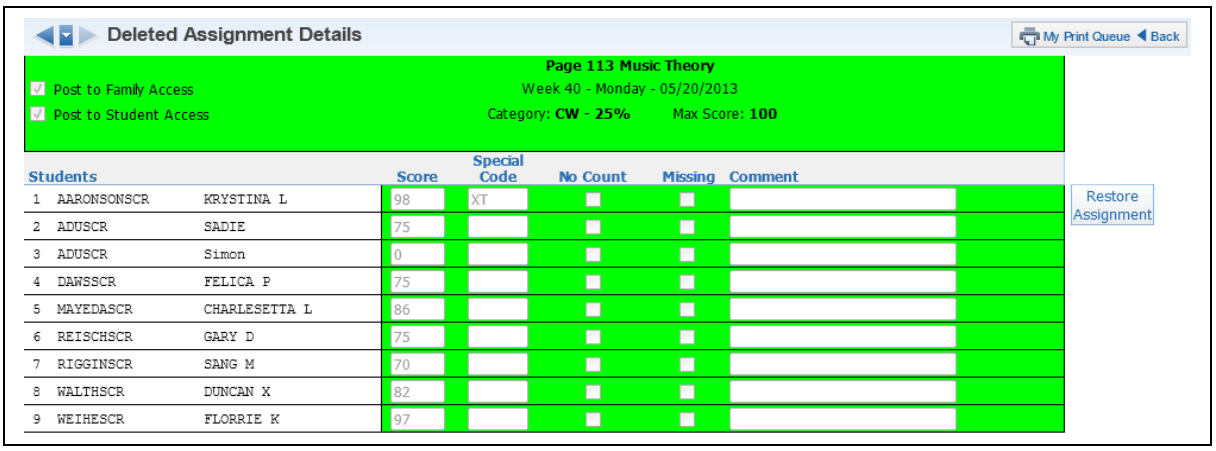
The *AD special code has been removed and the assignment score now displays. The score is now being included in the student's class grade.

Restore Deleted Assignments

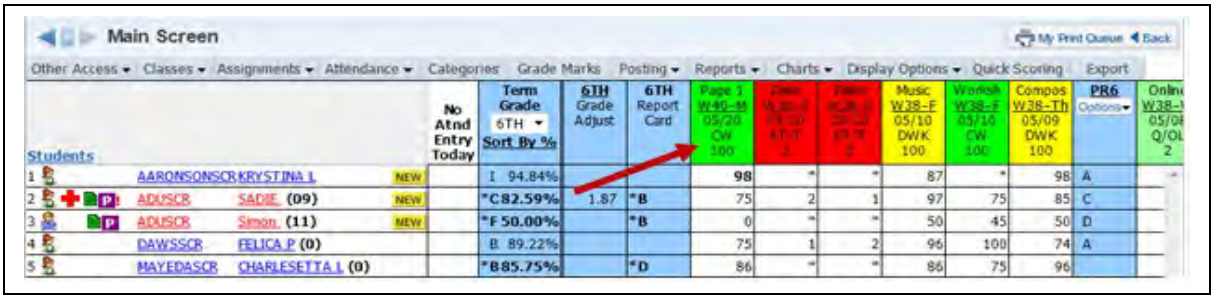


Restore Deleted Assignments allows you to view a listing of all deleted assignment for the selected class. You can restore the assignment(s) that were deleted intentionally or by mistake. Previously-entered student scores for the deleted assignment will also be restored.

The Deleted Assignments screen displays all previously-deleted assignments for the class. You can view the assignment scores by highlighting the assignment and clicking **View Details**.



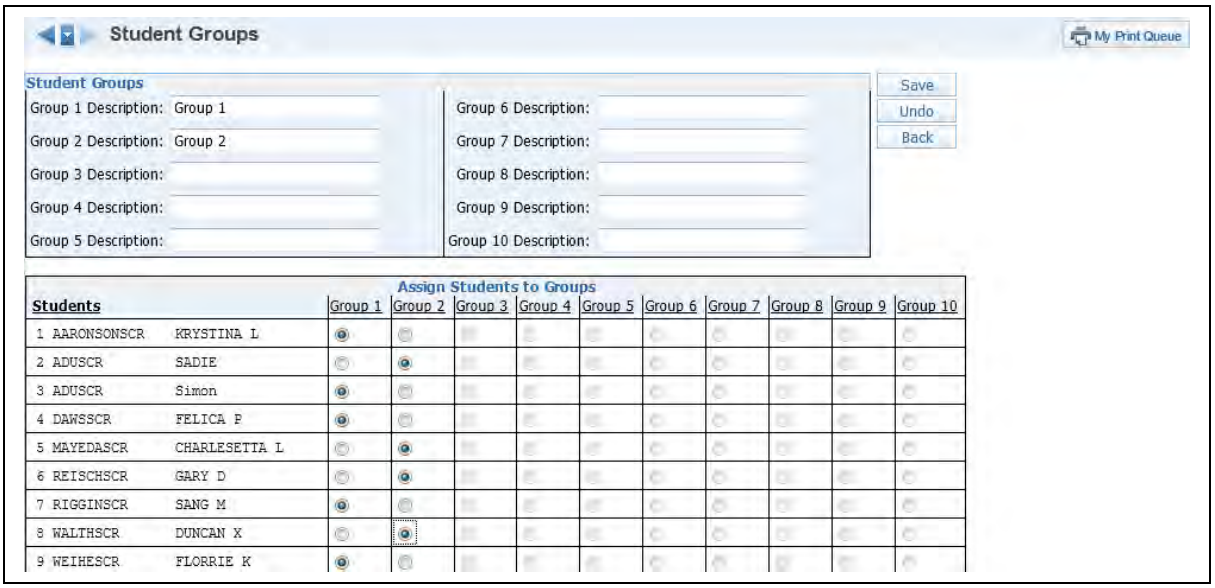
Review the selected assignment detail and scores. Click **Restore Assignment** to restore the assignment and scores to the Gradebook.



The assignment and scores have been restored into the Gradebook.

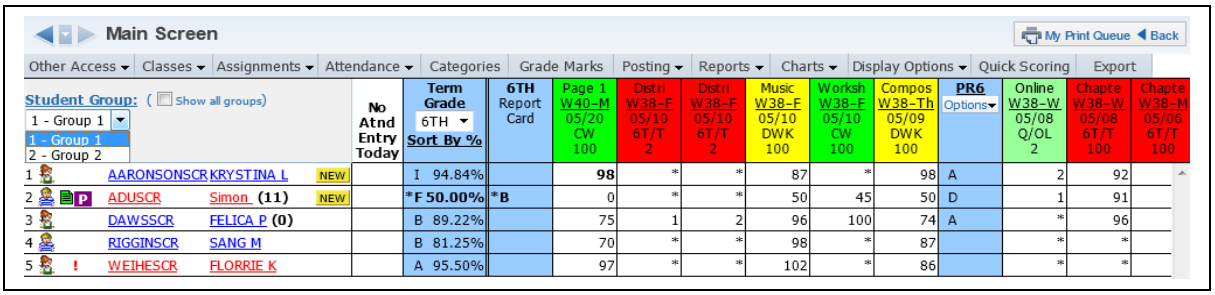
Student Groups

The Student Groups options allows you to divide students in the class into a maximum of ten possible groups based on specific learning and/or grading situations. Separate assignments can be created for each Student Group. This should not be used if students will be switching groups because it is difficult to move students from one Student Group to another. You can move a student to a new Student Group only if all assignments match or all scores for assignments have been removed.

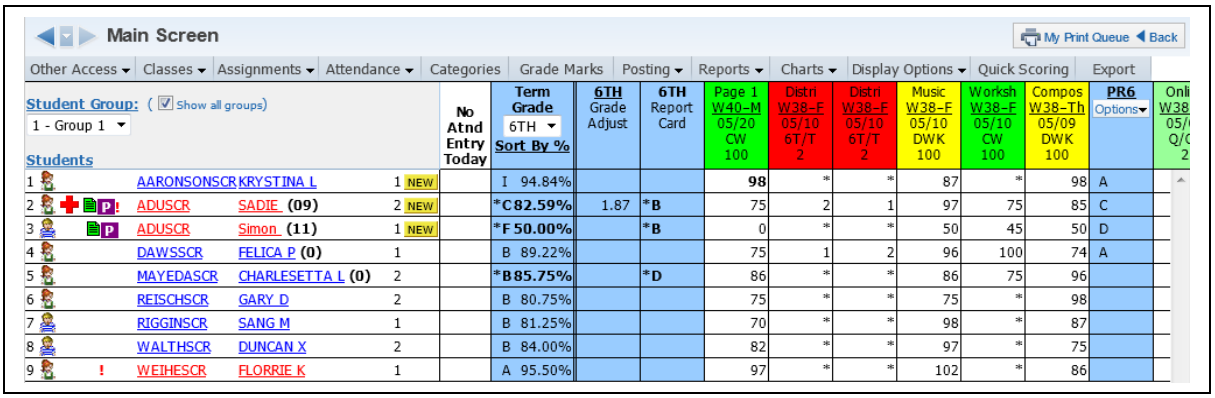


Step 1 – Enter the group names in the Group Descriptions.

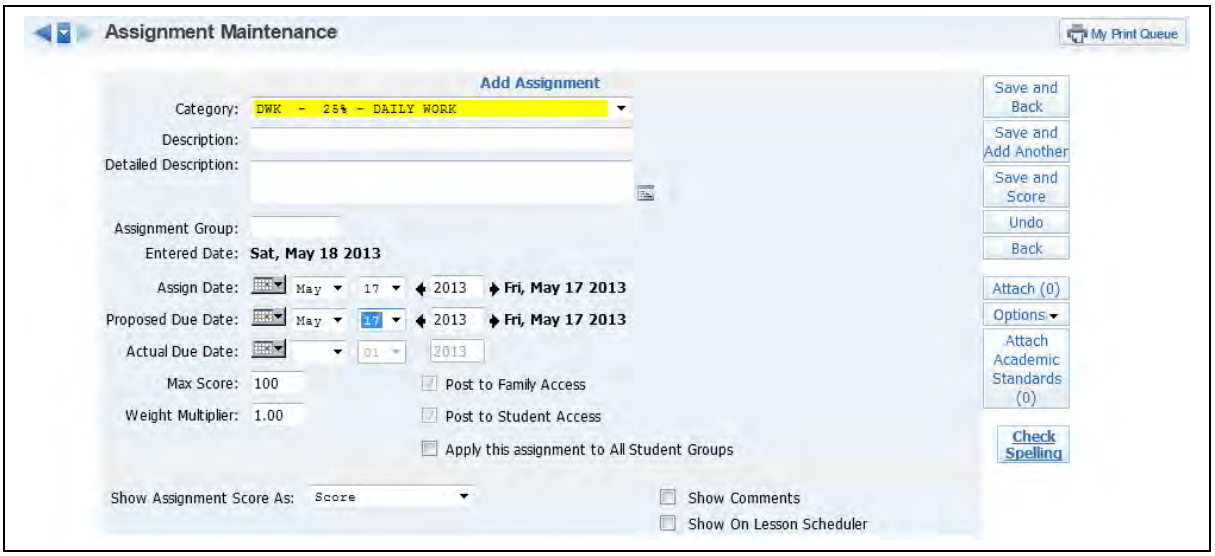
Step 2 – Identify the group to which each student belongs by selecting the appropriate radio button under the column heading for that group. After all students have been assigned a Student Group, click **Save**.



You are now operating two Gradebooks within a single Gradebook. The Gradebook Main screen will now display students based on their student group.

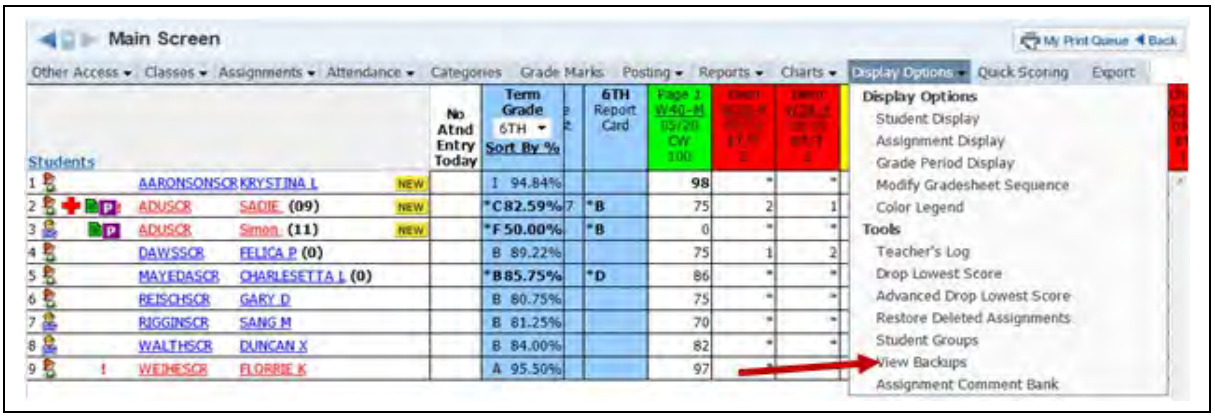


You can choose to **Show all groups** on the Gradebook Main screen. The number to the right of the student's name shows the student group number.

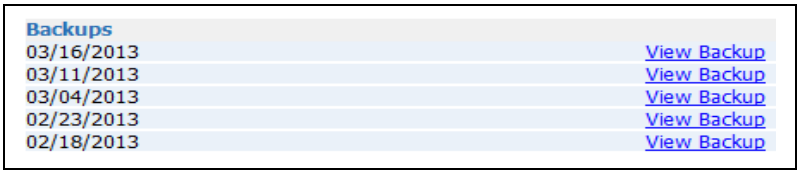


Assignments can be created for the specific student group that is currently being viewed in the Gradebook. These assignments will not appear for other groups on reports or in Family/Student Access. After setting up student groups, a new option of **Apply the assignment to All Student Groups** is added to the Add Assignment screen.

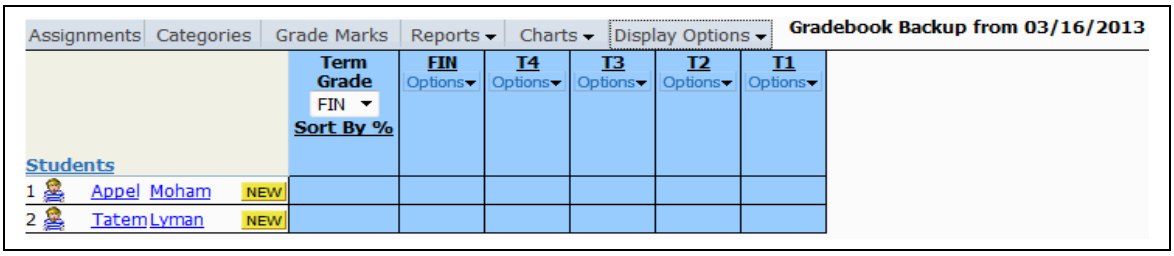
View Backups



View Backups allows you to view a snapshot of what the Gradebook looked like at a specific time. You cannot restore the Gradebook from this backup. Do not worry if you do not see a backup! Your Gradebooks are always being backed up when the entire Skyward database is backed up.



After selecting **View Backups**, you see a list of the Backups created and the date of the Backup. Click **View Backup** to see the Gradebook information at the time the Backup was created.

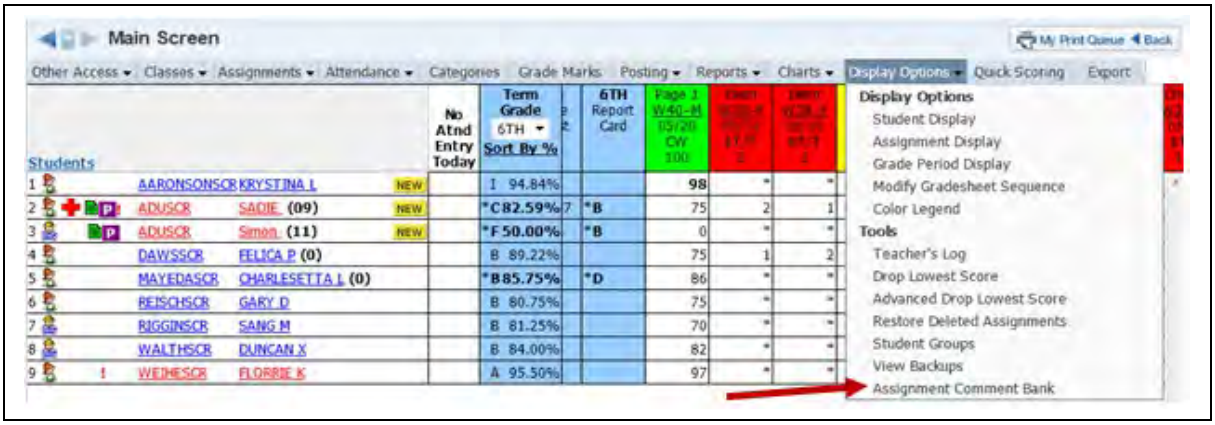


It displays a snapshot of what the Gradebook looked like as of a specific date. Assignments and grades would display, if entered.

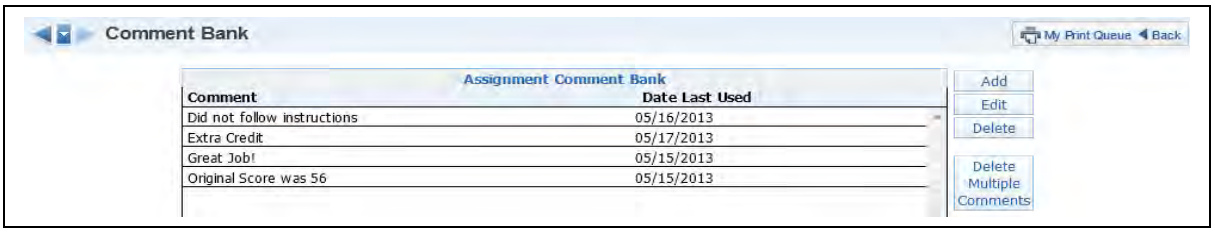
- **Assignments** – Displays the List Assignment screen in which you can view the assignments. You also have the capability to print the Assignment Report for a selected assignment.
- **Categories** – Displays a view-only screen of Categories.
- **Grade Marks** – Displays a view-only screen of the Grade Marks being used in the Gradebook.
- **Reports** – The following reports are available: Gradesheet Report, Assignment Listing by Student, Assignment Master, Missing Assignment, Category Summary, Online Assignment Analysis, Progress Detail and Progress Summary.
- **Charts** – The following charts are available: Term Grade Distribution Chart, Student Progress Chart and Category Average Chart.

- **Display Options** – The following display options are available: Student Display, Assignment Display, Grade Period Display, Modify Gradesheet Sequence, Color Legend and Teacher's Log.

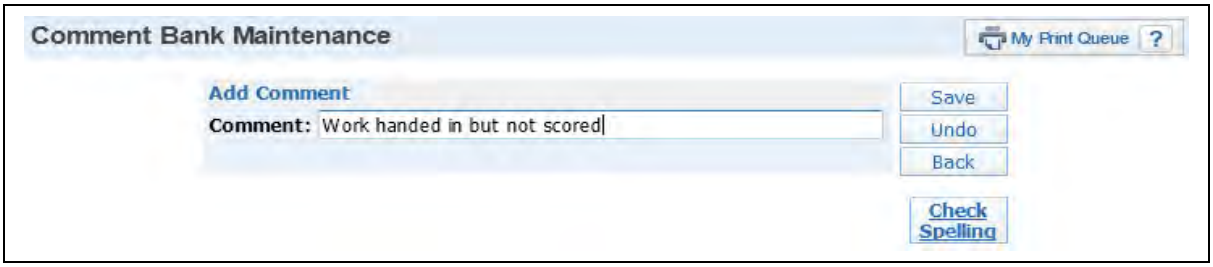
Assignment Comment Bank



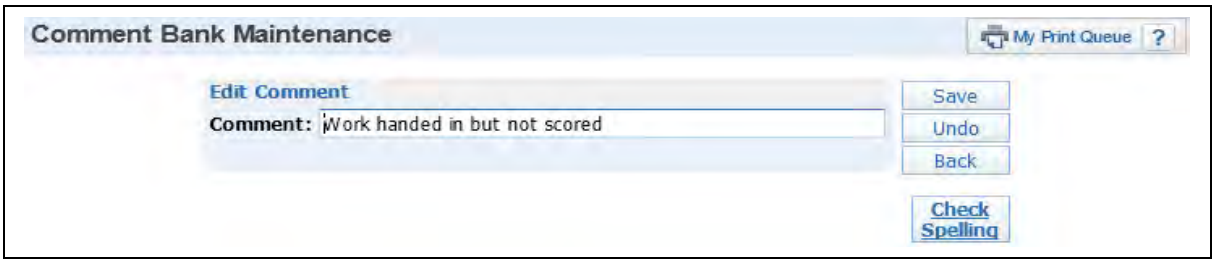
The Assignment Comment Bank displays and allows you to maintain the comments you attach to student assignments.



The Assignment Comment Bank displays the comments, as well as the date the comment was last used.



Add: Allows you to create a new comment that can be used when scoring an assignment.

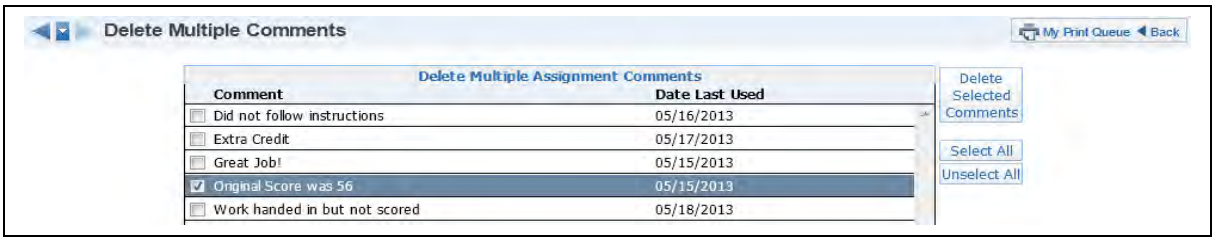


Edit: Allows you to modify to an existing comment. If you edit a comment, it will not change any existing comments already attached to an assignment.

Delete: Removes a comment from the Assignment Comment Bank. Highlight the comment and click **Delete**. You will receive the following pop-up message:

Click OK to remove the comment from the Comment Bank. By selecting Cancel, you keep the comment in the Comment Bank.

If you delete a comment from the comment bank, it will not delete the comment from existing student assignments. After deleting the comment, it will not be available for selection when entering new assignment comments.



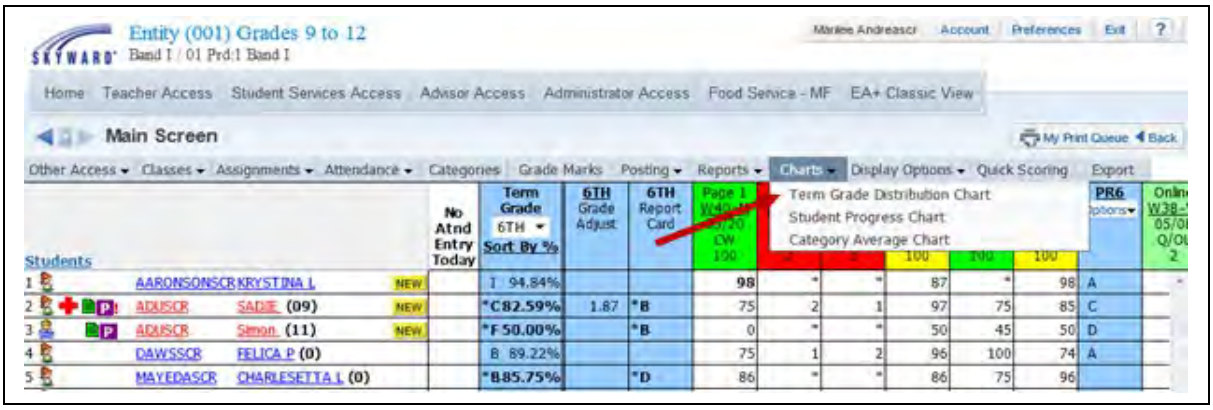
Delete Multiple Comments: Allows you to remove multiple comments from the Assignment Comment Bank.

Charts

Term Grade Distribution Chart
Student Progress Chart
Category Average Chart

The Charts tab can be utilized when you want to graph information about student grading in a course.

Term Grade Distribution Chart

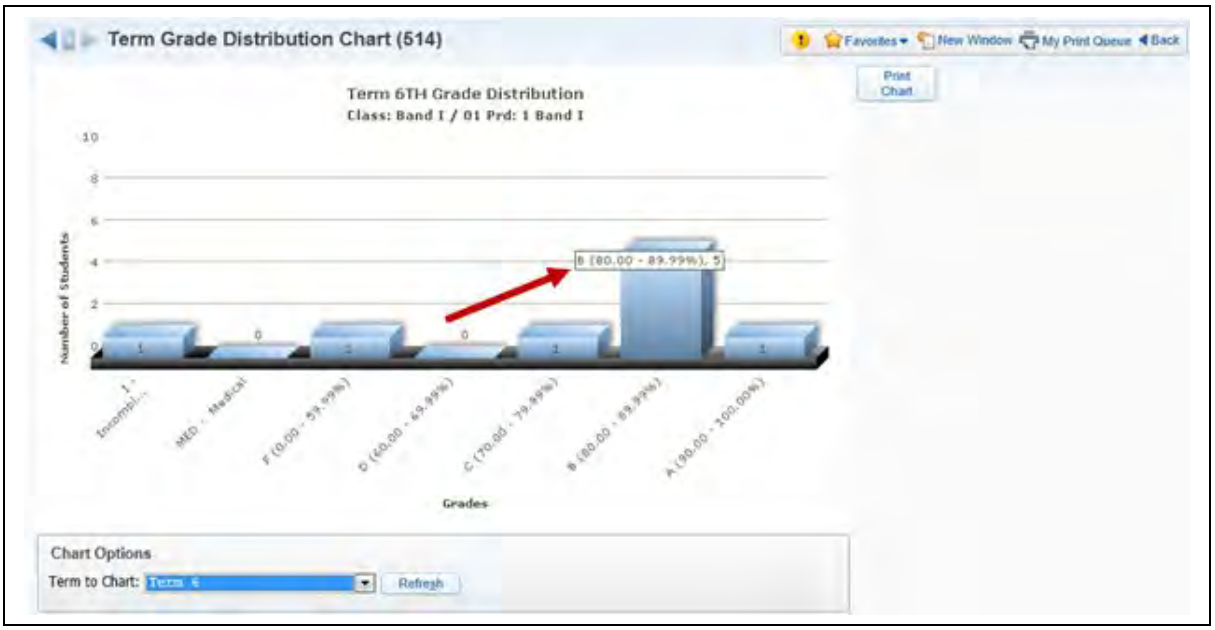


From the Gradebook screen, hover over the Charts tab. Click **Term Grade Distribution Chart**.

This is a sample Term Grade Distribution Chart. This chart uses a bar graph to show how Grade Mark numbers are distributed. You may also choose to see a chart for a different Grading Period.

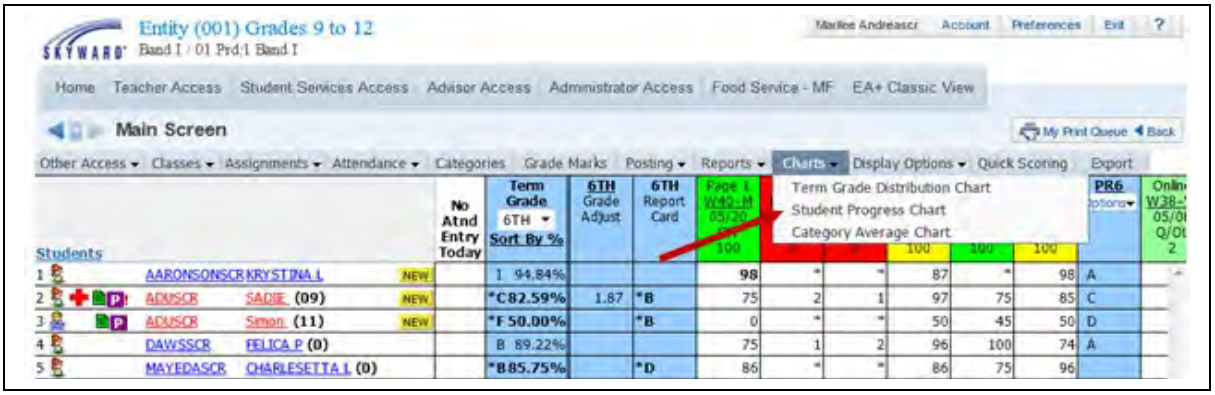
Term to Chart: You see a list of the Grading Periods. Choose one to be viewed in the graph. After you select another Grading Period, you must select **Refresh** to update the bar graph data.

Print Chart: You can use the Print Chart button to create a hard copy of the on-screen chart. You will be able to view it on screen before it is sent to a printer.

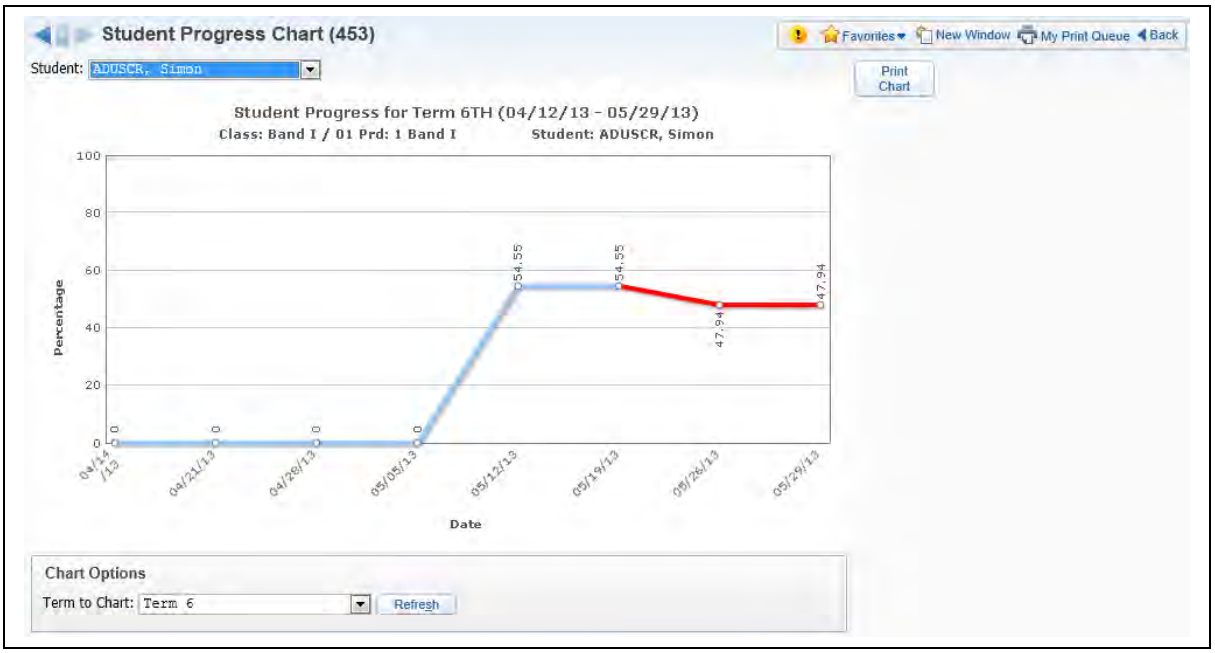


You can also hover over one of the bars in the distribution chart to see specific information about each grade mark.

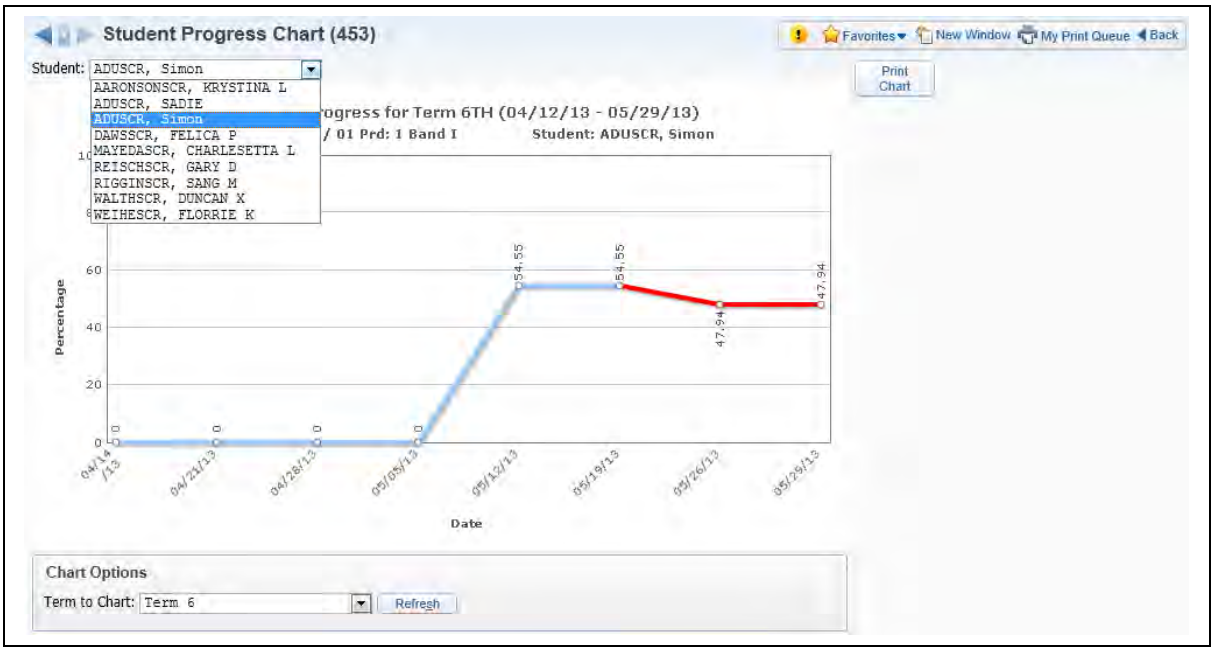
Student Progress Chart



Click **Student Progress Chart** under the Charts tab.

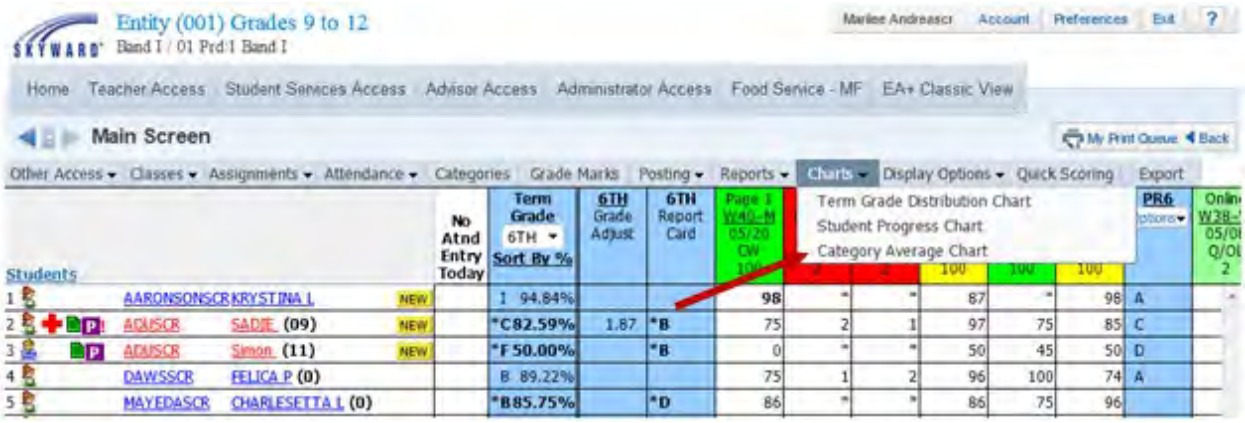


The Student Progress Chart utilizes a line graph to track the grade marks earned by a student during a grading period. This graph is titled Student Progress for (grading period). The title explains that this graph is specific to a Grading Period, Class, and Student. It displays the grades given to this student throughout the grading period. Again, you can click Print Chart to generate a hard copy, and you can change the Grade Period to be displayed.

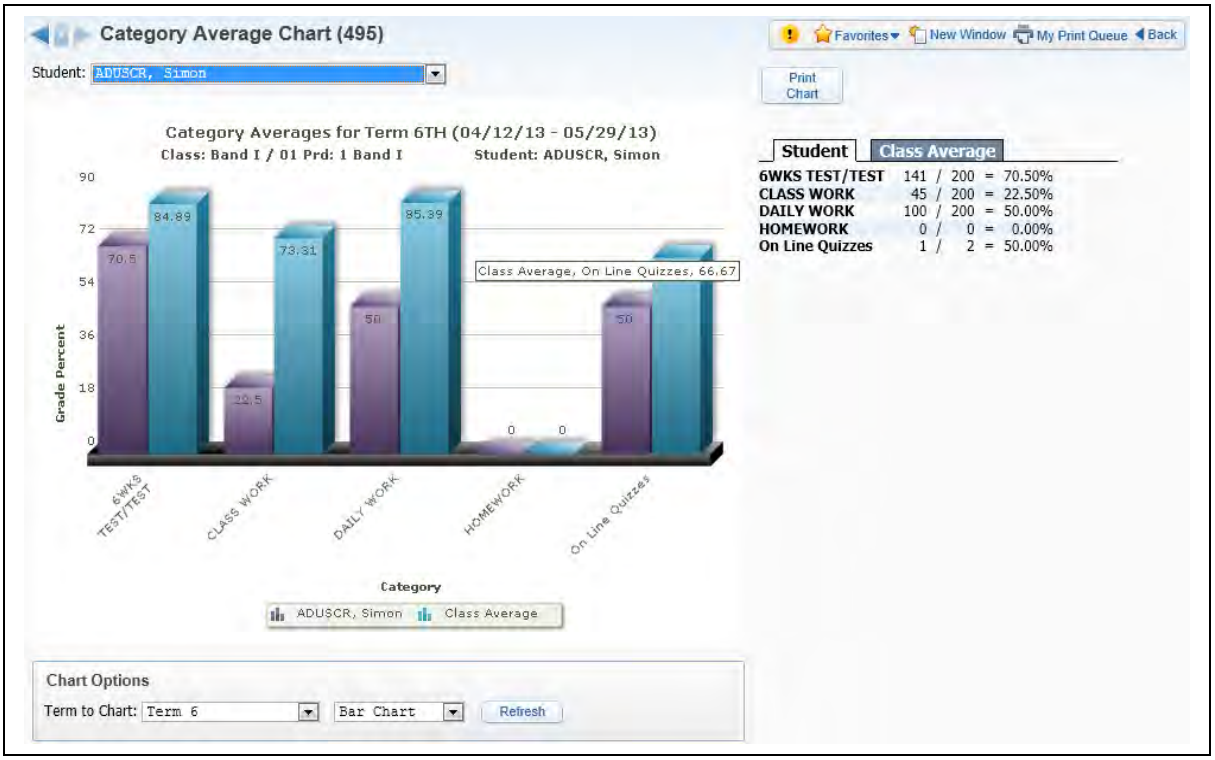


If you click the drop-down arrow next to the student name at the top of the screen, you see a list of students. This allows you to select a student to graph easily and efficiently. When the student is selected, then the graph will refresh and display the new information.

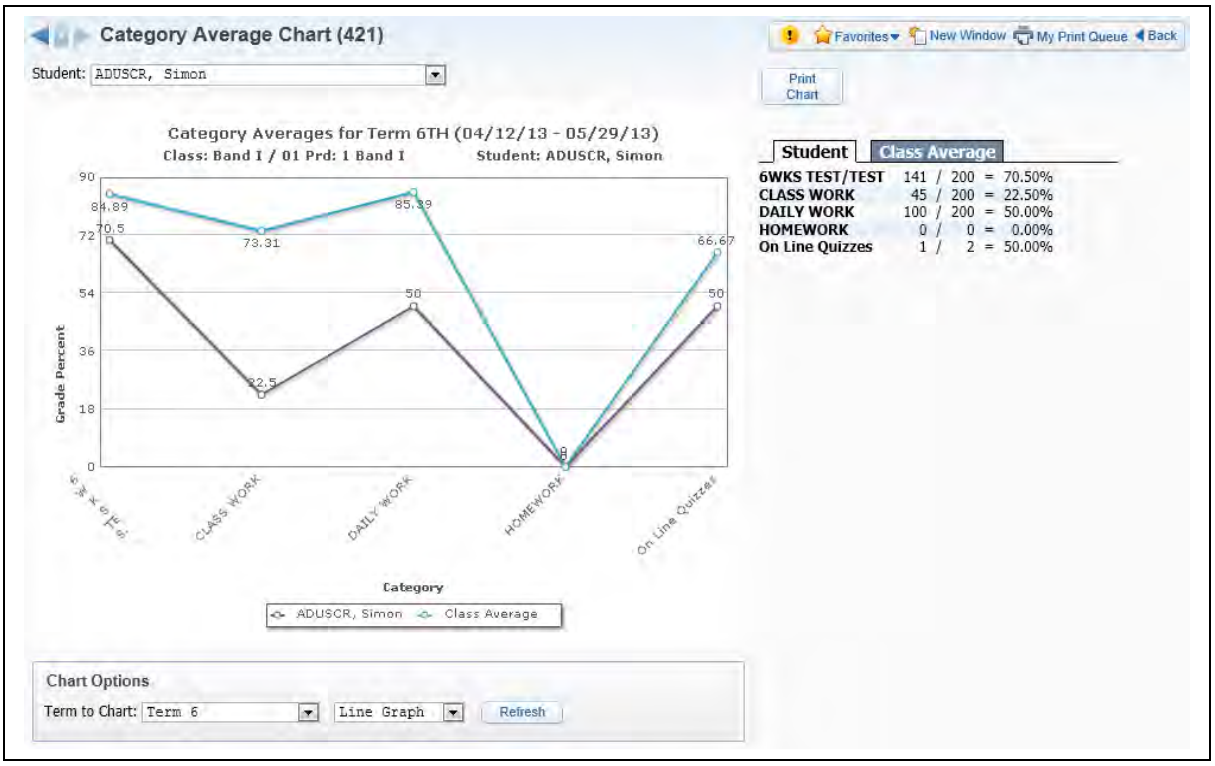
Category Average Chart



Click **Category Average Chart** under the Charts tab.



This chart displays the average Category percentages for a term.



You can display either a bar graph or a line graph.

Reports

Attendance
- Detail Report
- Summary Report by Class

Gradebook
- Grade Sheet Report
- Assignment Listing-By Student
- Assignment Master Report
- Missing Assignments
- Email Progress Report
- View Emailed Reports
- Category Summary Report
- Academic Standard Scores Report

Progress Reports
- Progress Detail
- Enhanced Multi-Class Progress Report
- Progress Summary
- Multi-Class Progress Report

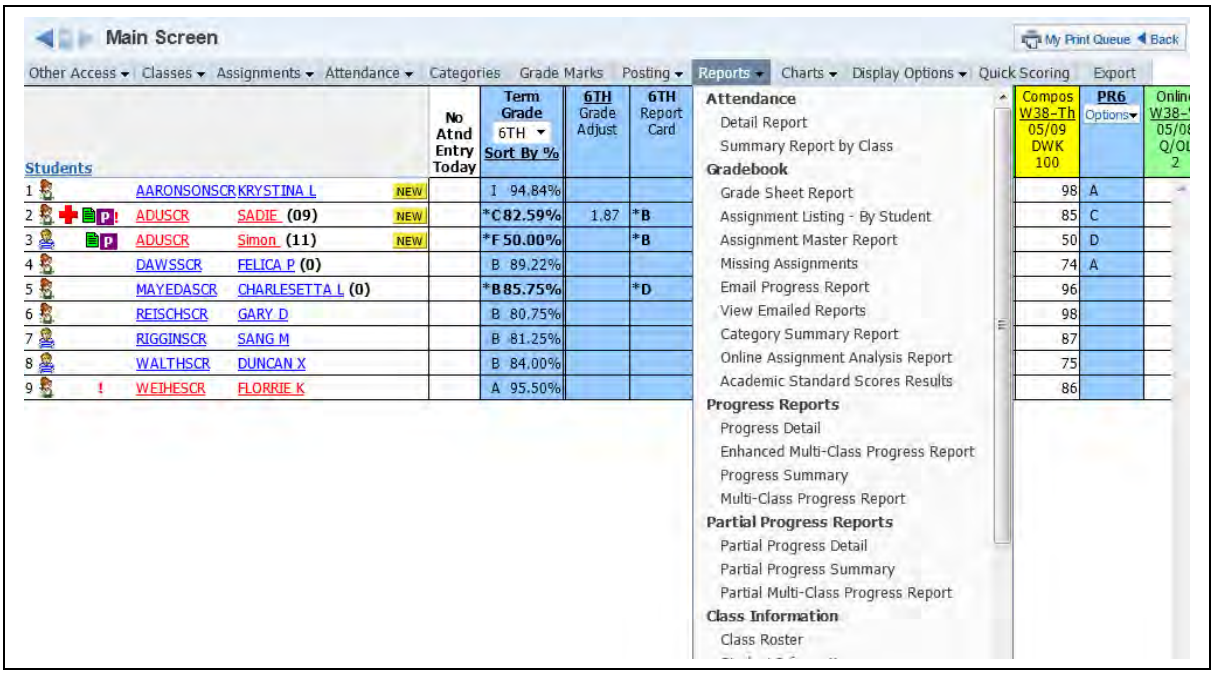
Partial Progress Reports
- Partial Progress Detail
- Partial Progress Summary
- Partial Multi-Class Progress Report

Class Information
- Class Roster
- Student Information
- Custom Forms Report
- Gifted and Talented Report

Report Cards
- Grade Proof Sheet

Trend Grading
- Academic Standards Trend

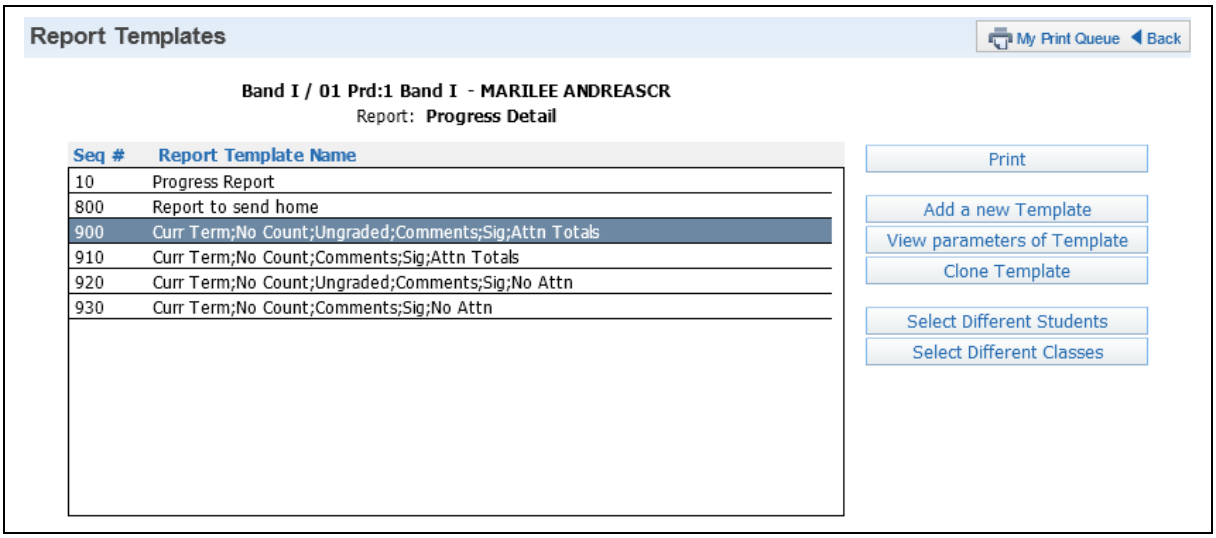
General Report Information



Gradebook Reports can be accessed in the following locations:

- Reports tab in the Gradebook
- Individual Student Selection (clicking on the name in the Gradebook)
- Reports for All Classes on the My Gradebook screen
- Reports in My Classes

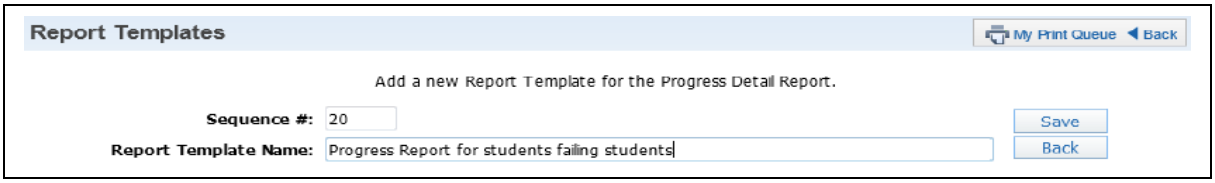
Any report that you generate displays on the screen first, and you can then choose to send it to the printer. All reports are generated from a template. Many reports have a Skyward default template, but you also have the capability to create your own template for the report.



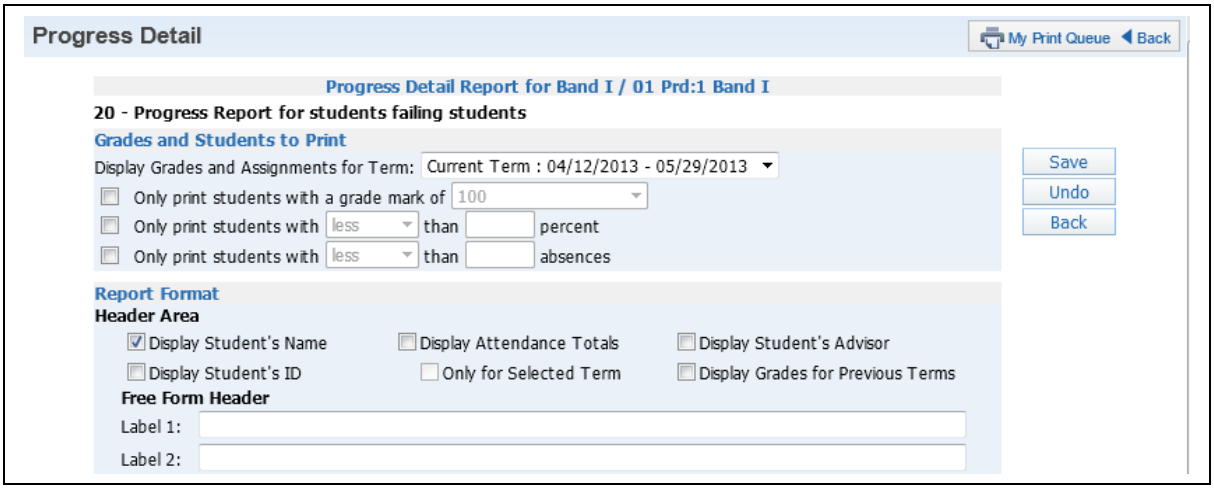
This is the screen you see after selecting a report. Each of the names you see listed is a separate template and has a unique sequence number. Sequence numbers beginning with 900 are Skyward-created templates, and no modifications can be made to them. Reports with a sequence number of 800 are templates created by the entity's administration. Any report template beginning with 10 is a template you have created.

Print: Prints the information using the selected template. **Print** will generate information for the entire class.

Add a new Template: Allows you to select the information you want included in the report.



After clicking **Add a new Template**, enter the **Report Template Name**. This name will not print on the report. It simply identifies the template. Click **Save**.



After saving the report template name, you can then select options for the information to include in the report. We will cover all of the options for each specific report in this guide.
If you create a template in one Gradebook, that template will be available in all of your Gradebooks.

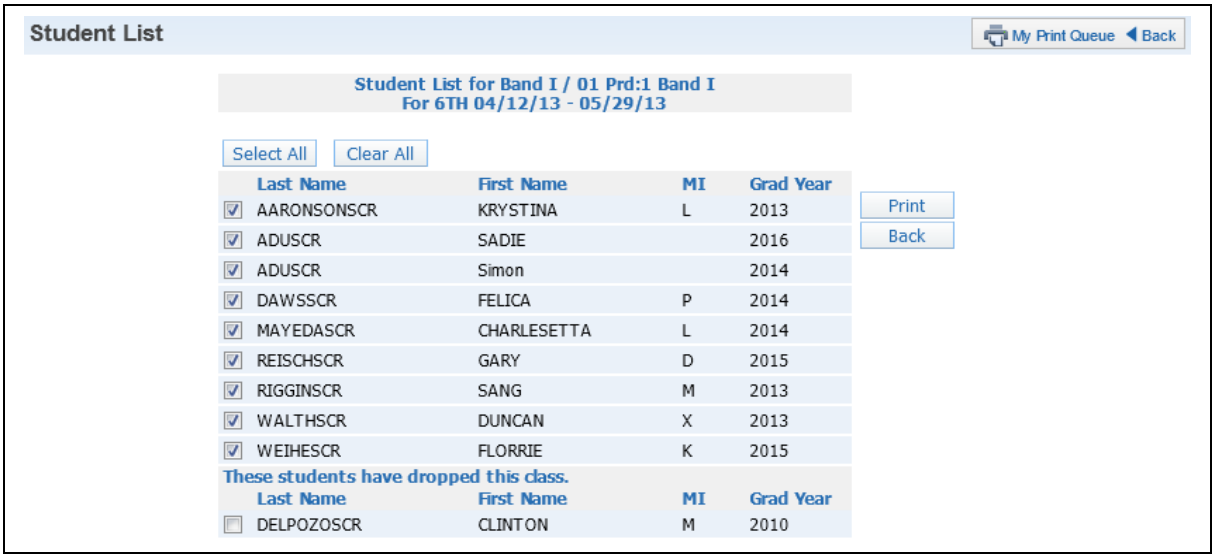
Rename Template: Allows you to modify the name of the template. This option is available only for templates you create.

View Parameters of Template: Allows you to view the options selected when creating the template. This option is available only for 800 and 900 sequence templates.

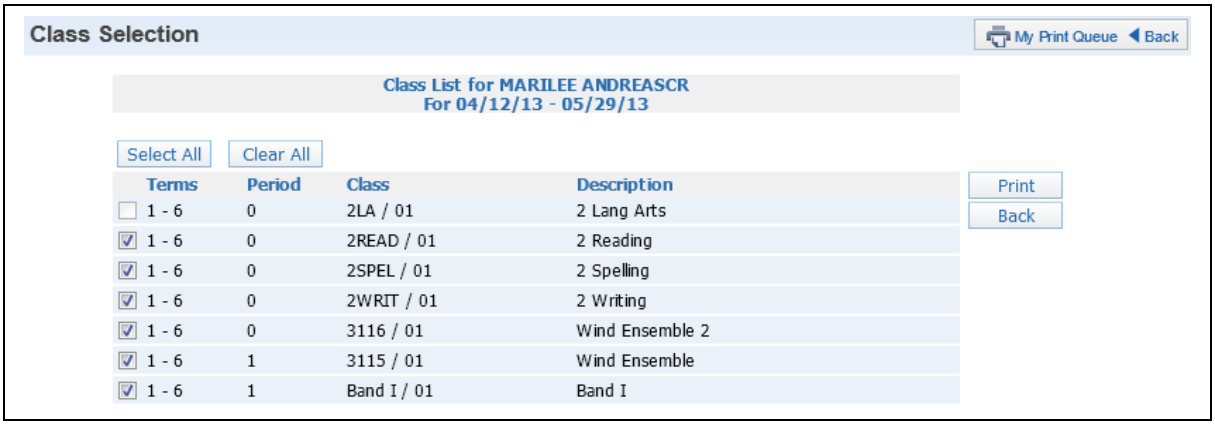
Modify Parameters of Template: Allows you to edit a template you created.

Clone Template: Allows you to clone a template to make it your own.

Delete Template: Allows you to remove a template. This option is available only for templates you create.



Select Different Students: Allows you to select the students who will print on the report. You have the capability to print the report for dropped students.



Select Different Classes: Allows to you generate the report for multiple classes.

Attendance Reports

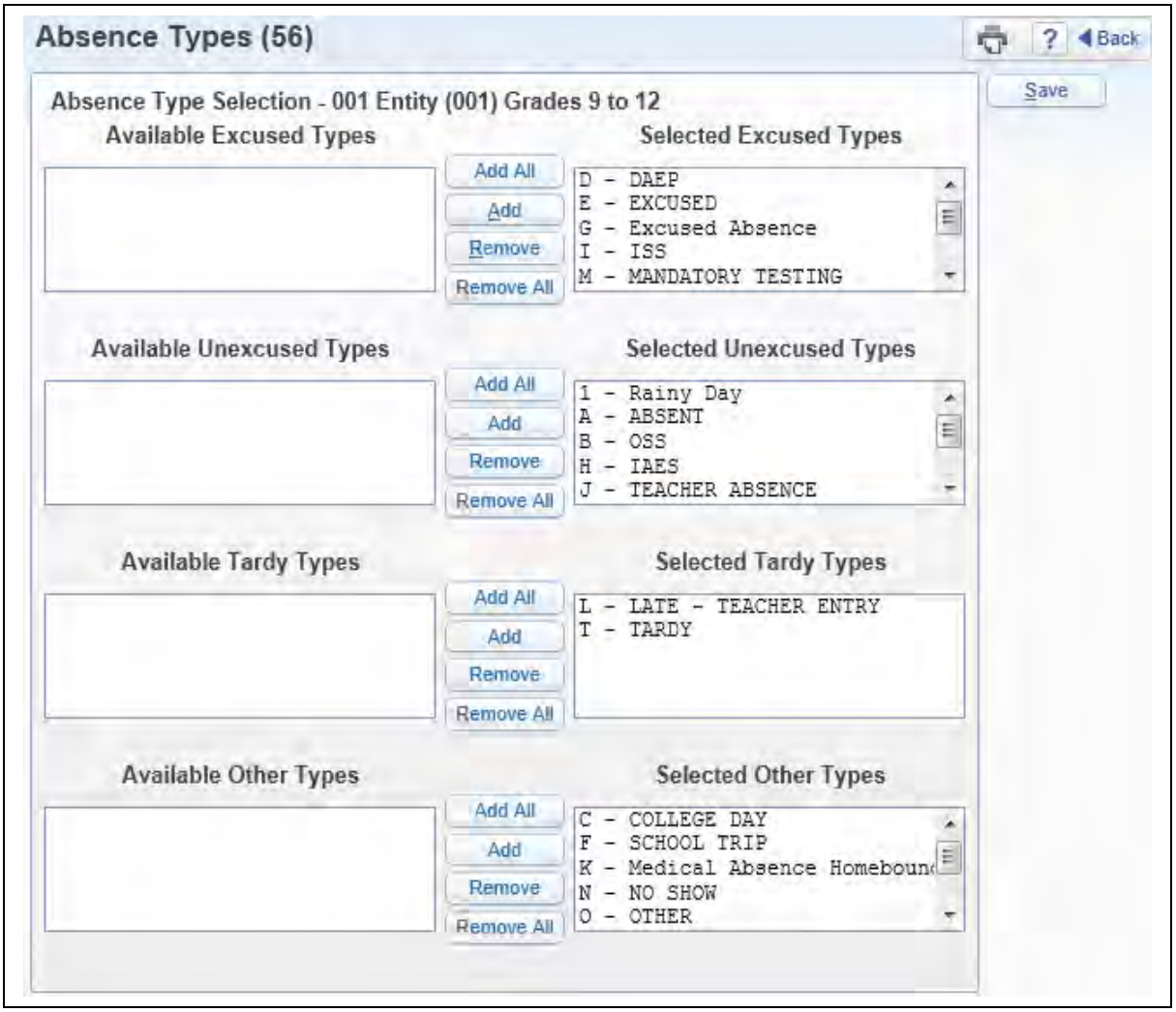
Detail Report

The Detail Report for attendance can display the days and periods a student was not in attendance. It will also show the breakdown by absence category for Excused, Unexcused, Tardy and Other.

Report Ranges: Select to display attendance information for either a specific term or date range.

- **Display Attendance for Term:** Select the term for which you want to print.
- **Display Attendance for Date Range:** Enter the specific date range for the attendance.

Absence Types: Verify the absence types you want to include the report. The default is All absence types.



Options

- **Insert page break after each student:** Each student's attendance begins on a new page.
- **Print only attendance totals:** This option shows the totals by student for Excused, Unexcused, Tardy and Other.

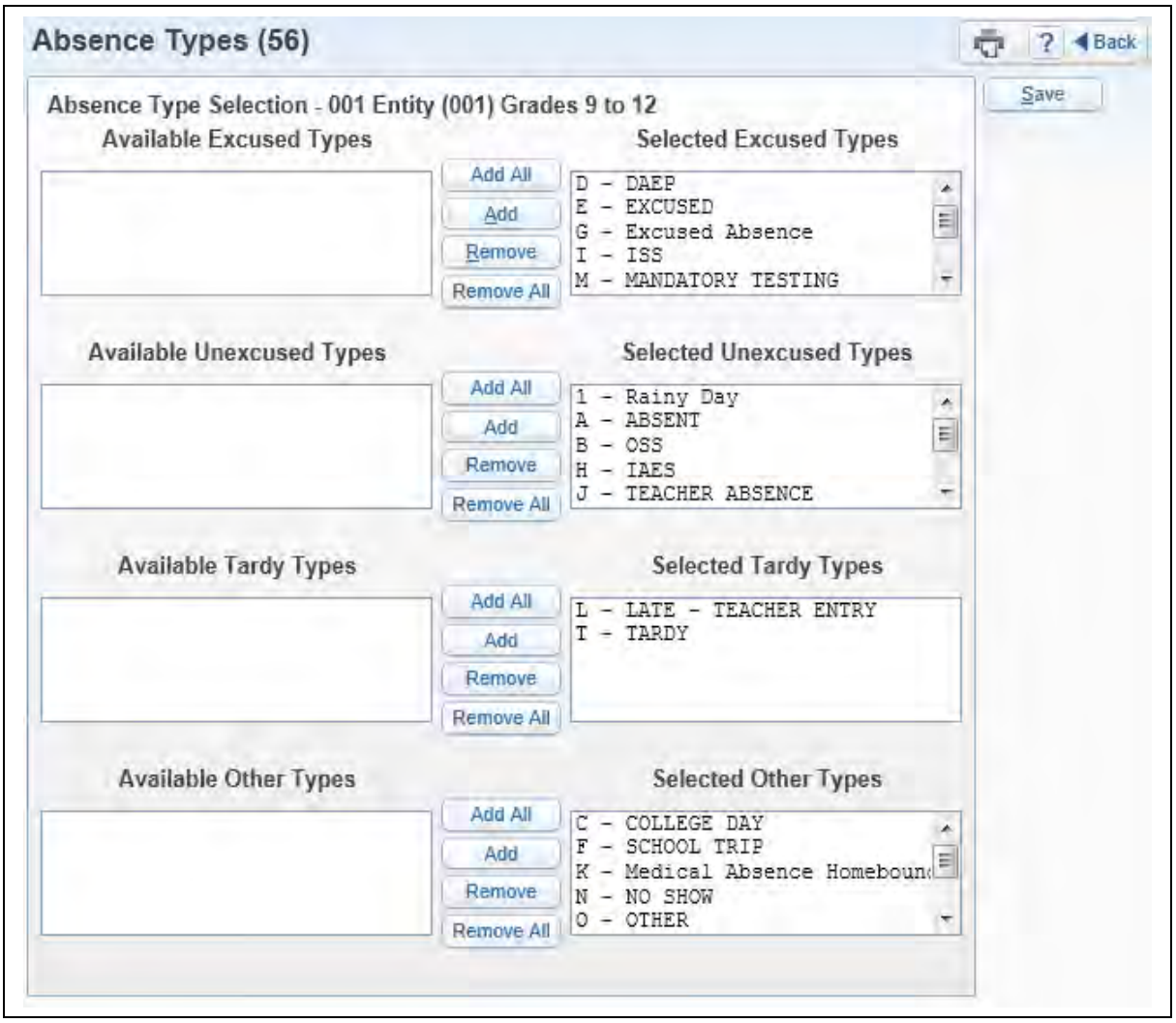
Summary Report by Class

The Summary Report by Class provides an attendance breakdown by week for students in your class.

Report Ranges: Select to display attendance information for either a specific term or date range.

- **Display Attendance for Term:** Select the term for which to print attendance.
- **Display Attendance for Date Range:** Enter the specific date range for the attendance.

Absence Types: Verify the absence type(s) you want to print on the report. The default is All absence types. The absence types you see listed are set up by your entity administrators.



Options

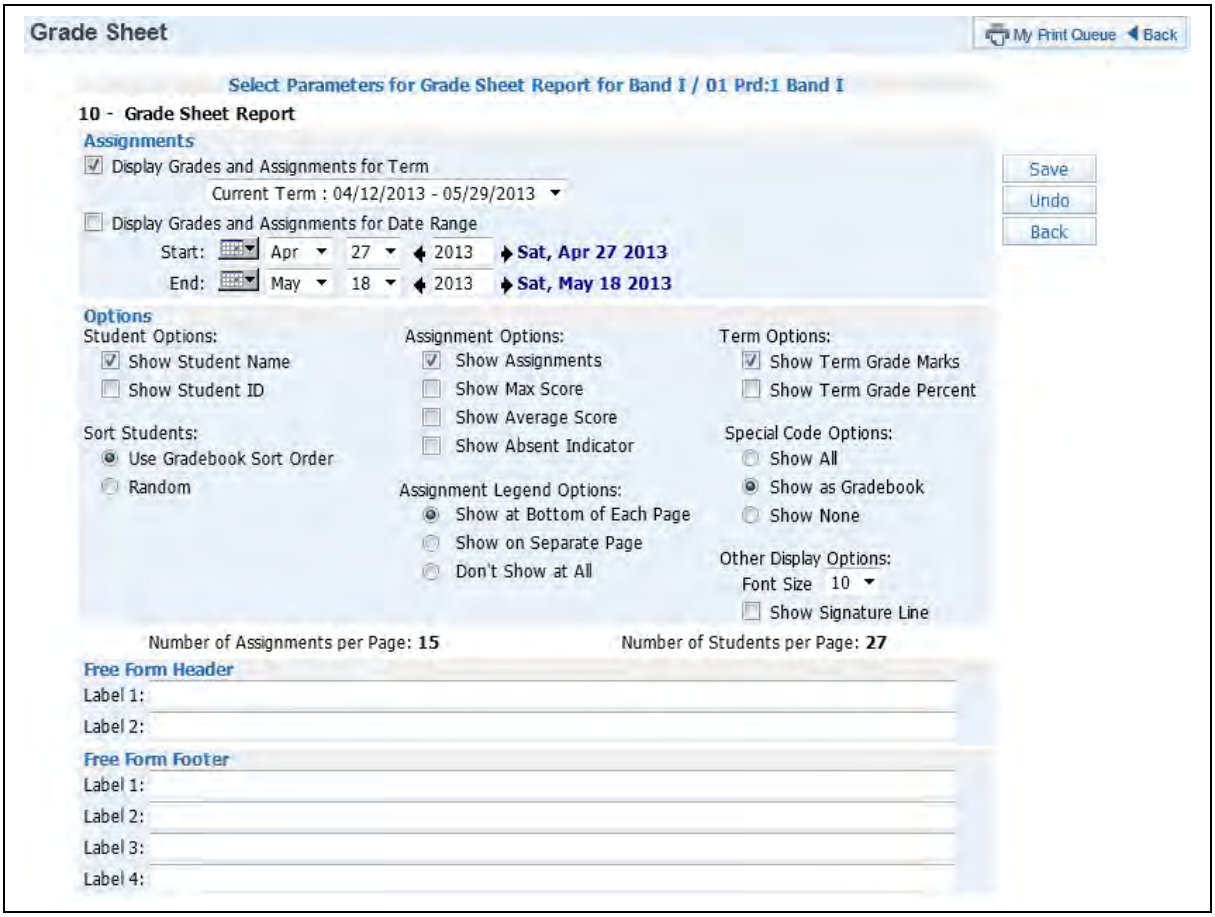
- **Id Display:**
  Student ID – ID set up by the district.
  Internal ID – ID that is given to the student by the program automatically.
  Name Key – Every person entered into the database has a Name Key. It consists of the first 5 letters of the last name, first 3 letters of the first name and a tie-breaker number. (Example – Mary Smith would be Smithmar000)
- **Print for Class Scheduled Days –** Attendance will display for only the days the class is scheduled to meet.
- **Show Entered Attendance Only –** If you wish to display a + sign in the attendance columns when a student was present, leave this option unchecked. If you want to see only the student's absences or days tardy , check **Show Entered Attendance Only**.

- **Print multiple meets as one class –** Multiple meets means a class meeting for multiple class periods. (Example: Class meeting 1st and 2nd periods of the day would be a class that has multiple meets)

Gradebook Reports

Grade Sheet Report

The Grade Sheet Report prints a spreadsheet-like display of student assignments and scores along with an optional assignment legend. This report can be used as a hard copy of the Gradebook. You can also run this report as a blank grid with the student's name displaying on the left side of the report. The blank grade sheet report can be generated using Skyward templates 960, 970 or 980.



Assignments: Choose to include assignment information for either a specific term or date range.

- **Display Grades and Assignments for Term:** Select the term for which you want to print grade information.
- **Display Grades and Assignments for Date Range:** Enter the specific date range for the grade information.

Student Options: Select whether you want the student's name and/or student ID to display on the report

- **Show Student Name**
- **Show Student ID**

Sort Students: Select whether you want the students to display in random order or in the order displayed in the Gradebook. If you intend to post this report in a public location and

need to maintain grade confidentiality, select to sort students in random order while showing only the student ID.

- **Use Gradebook Sort Order**
- **Random**

Assignment Options: Select the assignment information you want to display in the report.

- **Show Assignments**
- **Show Max Score –** Displays the Max Score at the bottom of each assignment column.
- **Show Average Score –** Displays the Average Score at the bottom of each assignment column.
- **Show Absent Indicator –** Displays an absence column for each assignment showing whether or not a student was absent.

Assignment Legend Options: Select whether you would like to print an assignment legend and where the legend will display.

- **Show at Bottom of Each Page**
- **Show on Separate Page**
- **Don't Show at All**

Term Options: Select whether you want the Term Grade Marks and/or the Term Grade Percent to display.

- **Show Term Grade Marks**
- **Show Term Grade Percent**

Special Code Options: Select whether you want the Special Codes entered for the student's assignments to display on the report.

- **Show All –** If the student has both a score and a special code, only the special code will display when this option is selected.
- **Show as Gradebook –** If you can view the special code for the assignment on the Gradebook Main screen, it will display on the report.
- **Show None –** No special codes will display.

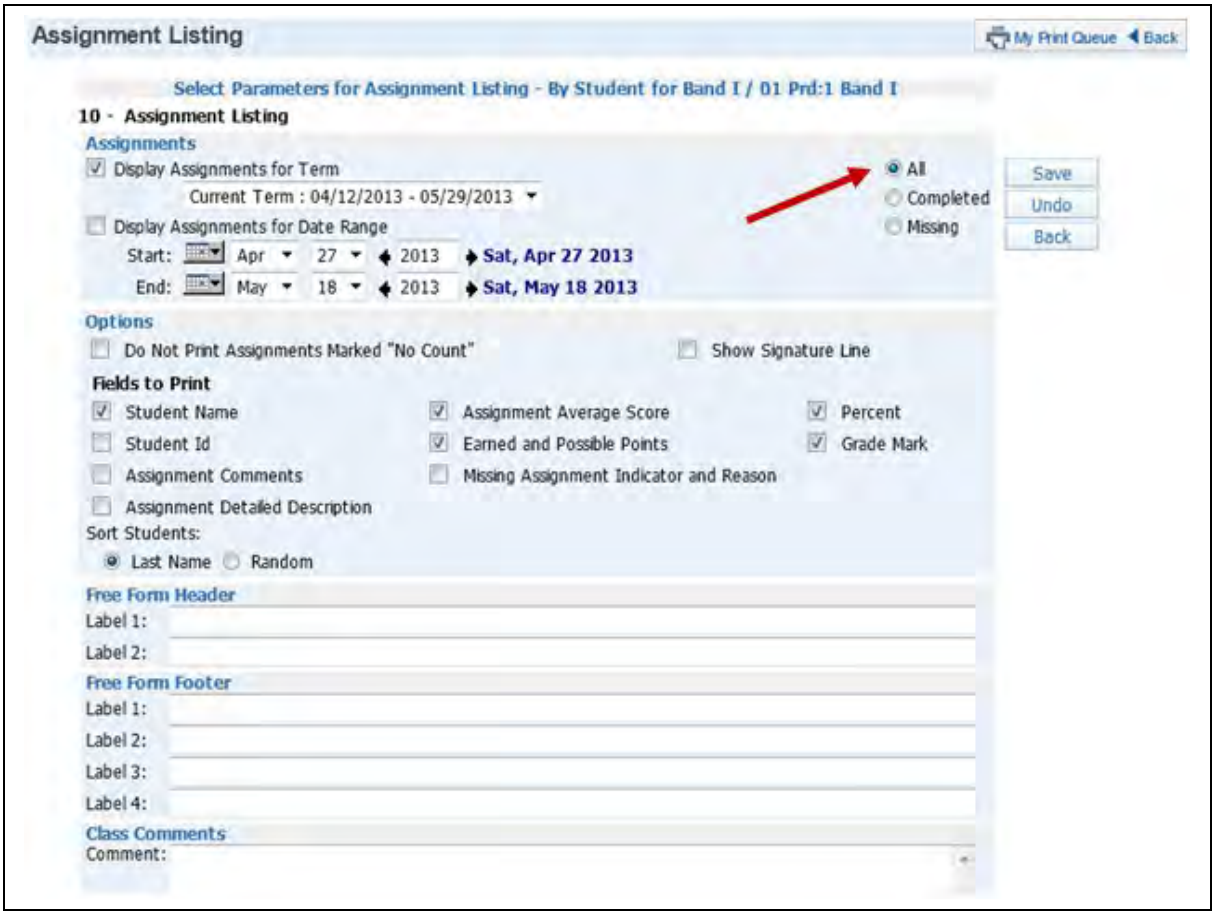
Other Display Options:

- **Font Size –** Select from the drop-down menu to change the size of the print to 10, 12 or 14 pt.
- **Show Signature Line** – Adds a space to the report to allow for a signature.

Free Form Header/Footer: Allows entry of additional information as needed for the report.

Assignment Listing-By Student

The Assignment Listing-By Student Report displays a list of assignments and scores by student. This report provides four options:
1 – An all-assignment listing by student
2 – A completed assignment listing by student
3 – A missing assignment listing by student
4 – A list of all missing assignments for the students in the class in one document.



All Assignments

Assignments: Choose to display assignment information for either a specific term or date range.

- **Display Grades and Assignments for Term -** Select the term for which you want to print assignment information.
- **Display Grades and Assignments for Date Range -** Enter the specific date range for the assignment information.

Options:

- **Do not print assignments marked "No Count" –** If this option is selected, "No Count" assignment will not display on the report.
- **Show Signature Line –** Adds a space for a signature line on the report.

Fields to Print

- **Student Name**
- **Student ID**

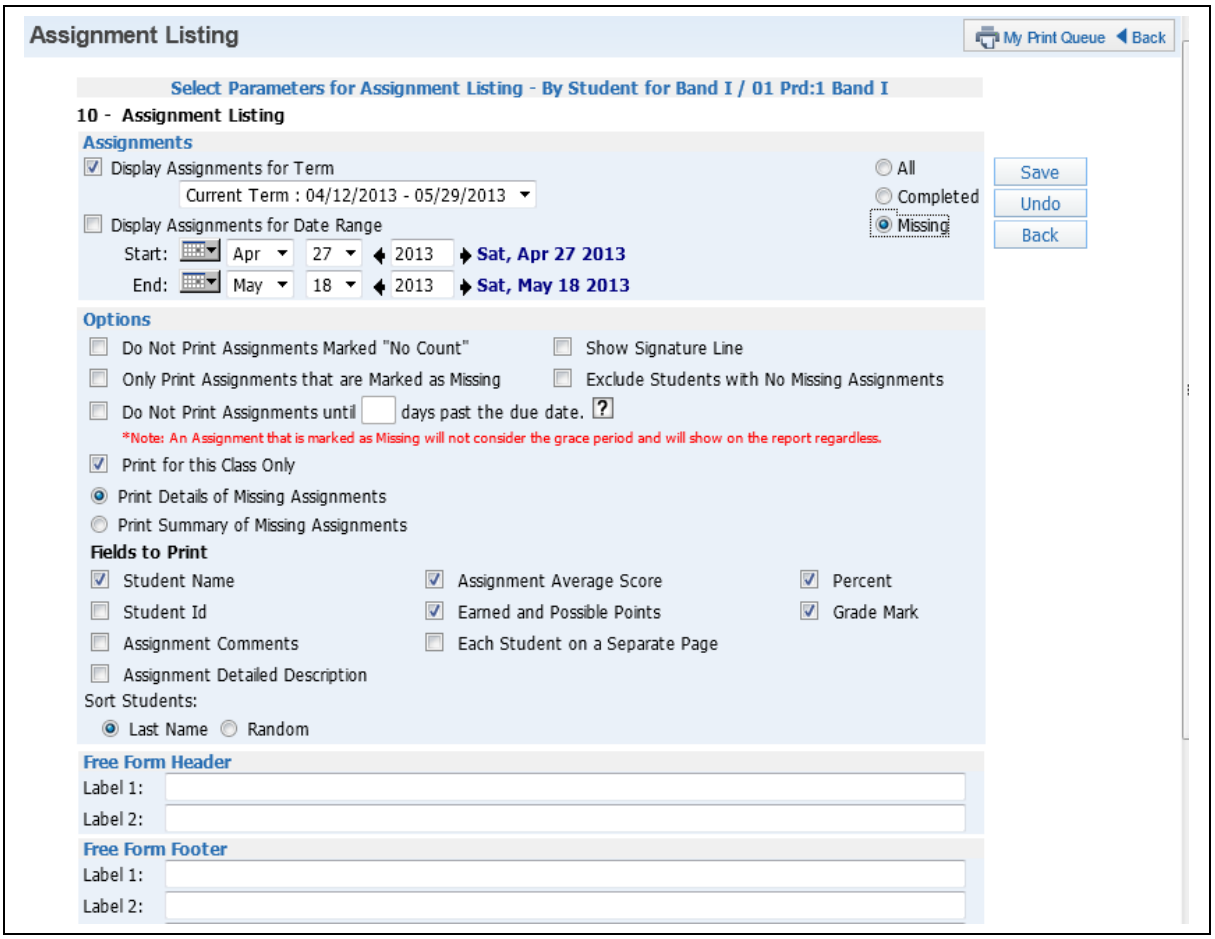
- **Assignment Comments**
- **Assignment Detailed Description** – If this option is selected, the report shows both the description and detailed description.
- **Assignment Average Score –** Displays the class average on the report.
- **Earned and Possible Points**
- **Missing Assignment Indicator and Reason –** If this option is selected, it will print the statement "Assignment is marked as Count as Missing."
- **Percent**
- **Grade Mark**

Sort Students: You can sort based on Student Last Name or random order.

- **Last Name**
- **Random**

Free-Form Header/Footer and Class Comments: This area allows you to enter any messages that you want printed for the entire class.

Completed: When you select **Completed**, you see the same options as you did for **All,** except for the Missing Assignment Indicator and Reason.



Missing

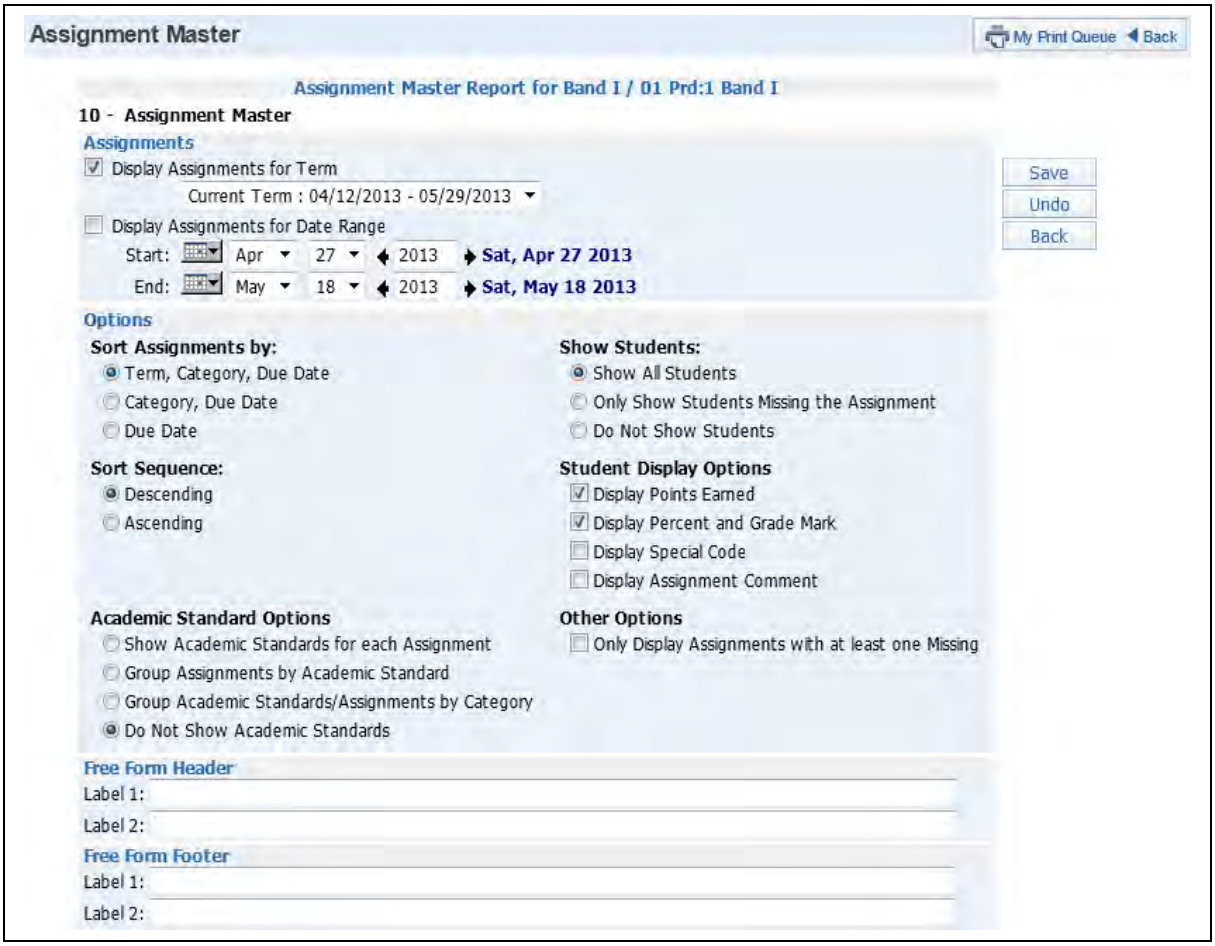
Options:

- **Do Not Print Assignments Marked "No Count" –** If this option is selected, "No Count" assignments will not display on the report.
- **Show Signature Line –** Adds a space for a signature line on the report.
- **Only Print Assignments that are Marked as Missing** – If this option is selected, only assignments flagged as Missing will display on the report.
- **Exclude Students with No Missing Assignments –** Select this option to print only the students who have missing assignments.
- **Do Not Print Assignments until _____ days past the due date –** Allows a grace period for the entry of assignment scores before the assignment displays as missing. If this option is not selected, any assignment unscored and past the due date will display as missing.
- **Print for this Class Only** – Select this option to print missing assignments for this class only.
- **Print Details of Missing Assignments** – Select this option to show each missing assignment by student.
- **Fields to Print –** The fields listed for this option are the same fields explained earlier in this section of the guide.
- **Print Summary of Missing Assignments –** Selecting this option will show only the missing assignment count per student.

Sorting: Select to sort by student, by class or by teacher. The options for by class or by teacher are available only if you select the option to **Print Missing Assignment Class**.
Print Missing Assignment Count – Displays the total number of missing assignments.
Print Missing Assignment Class – If this option is selected, the student will display once for each class in which the student is enrolled.

Assignment Master Report

The Assignment Master Report is a listing of all the assignments created for the class.



Assignments: Select to display assignment information for either a specific term or date range.

- **Display Assignments for Term:** Select the term for which you want to print assignment information.
- **Display Assignments for Date Range:** Enter the specific date range for the assignment information.

Sort Assignments by: Select how you would like the assignments sorted on the report

- **Term, Category, Due Date –** This option would be beneficial if you are running this report for the entire semester. It will sort by term, then category and, within the category, the assignment due date.
- **Category, Due Date**
- **Due Date**

Sort Sequence: Determine the sequence for sorting.

- **Descending**
- **Ascending**

Benchmark Options: If you are attaching benchmarks/standards to assignments, you can determine the benchmark information that displays.

- **Show Benchmarks for each Assignment**
- **Group Assignments by Benchmark**
- **Group Benchmark/Assignments by Category**
- **Do Not Show Benchmarks**

Show Students: Determines whether student information will display on the report.

- **Show All Students**
- **Only Show Students Missing the Assignment**
- **Do Not Show Students**

Student Display Options: This options is not available if you select to **Do Not Show Students**.

- **Display Points Earned**
- **Display Percent and Grade Mark**
- **Display Special Code**
- **Display Assignment Comment**

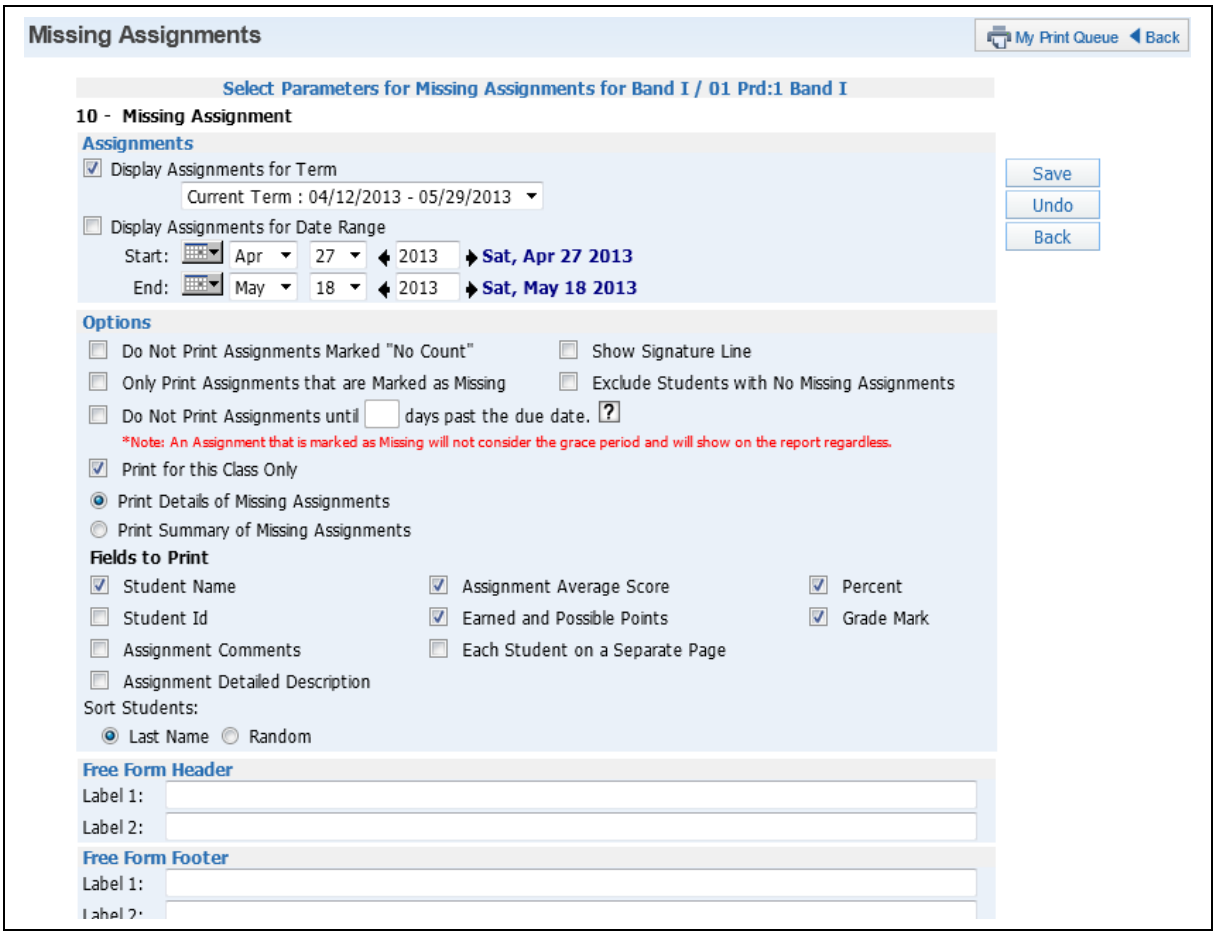
Other Options:

- **Only Display Assignments with at least one Missing** – This option will print the assignment only if at least one student is missing the assignment.

Free Form Header/Footer: This area allows you to enter any messages that you want printed for the entire class.

Missing Assignments

The Missing Assignment report prints a report of students, listing assignments that have been marked as missing or are unscored and past the due date.



Assignments: Select to display assignment information for either a specific term or date range.

- **Display Assignments for Term:** Select the term for which you want to print assignment information.
- **Display Assignments for Date Range:** Enter the specific date range for the assignment information.

Options:

- **Do Not Print Assignments Marked "No Count" –** If this option is selected, "No Count" assignments will not display on the report.
- **Show Signature Line –** Adds a space for a signature line on the report.
- **Only Print Assignments that are Marked as Missing** – If this option is selected, only assignments flagged as Missing will display on the report. This option will not be available if you have selected to **Do Not Print Assignments until _____days past the due date**.
- **Exclude Students with No Missing Assignments –** Select this option to print only the students having missing assignments.
- **Do Not Print Assignments until _____ days past the due date –** Allows a grace period for the entry of assignment scores before the assignment displays as missing.

If this option is not selected, any assignment unscored and past the due date will display as missing.

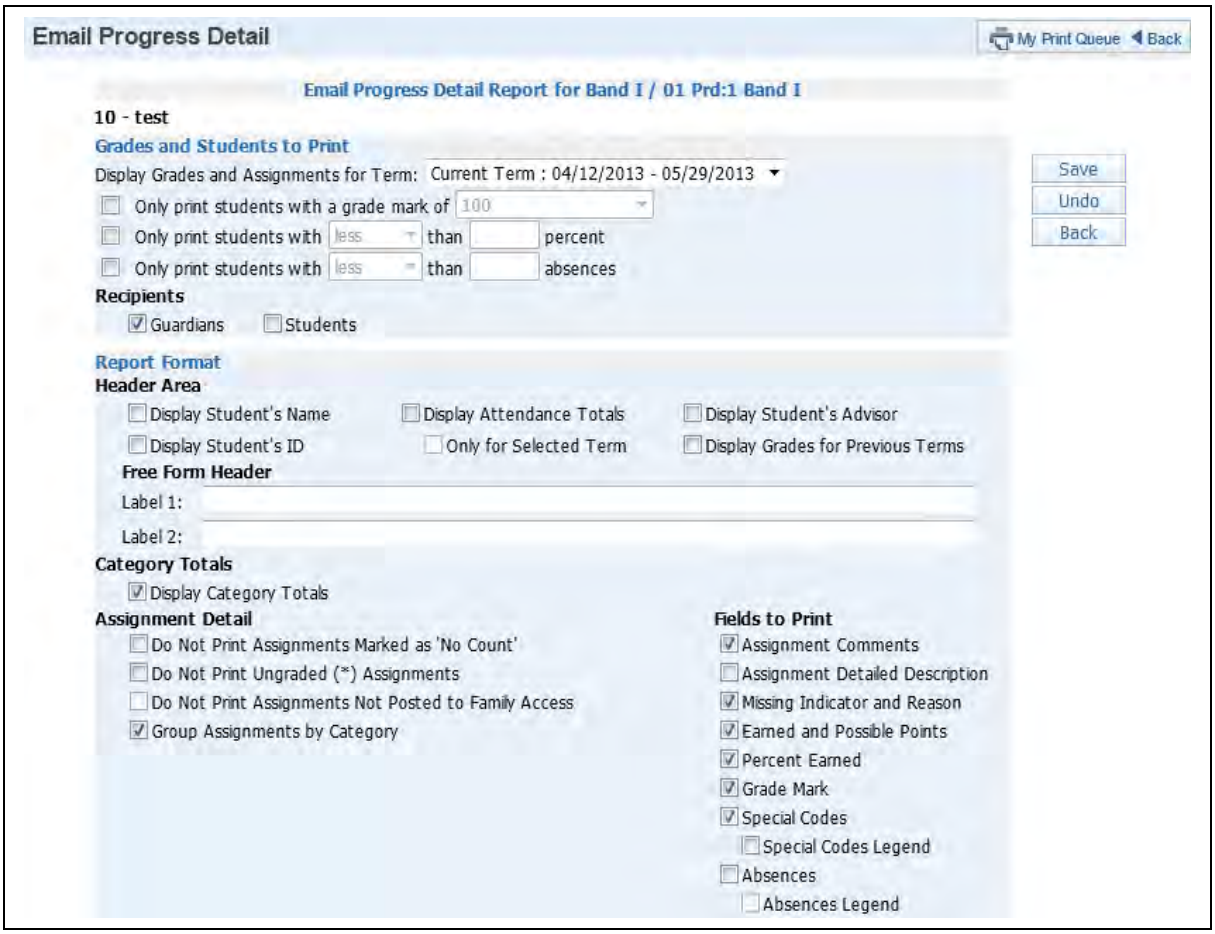
- **Print for this Class Only** – Select this option to only print missing assignments for this class.
- **Print Details of Missing Assignments** – Select this option to show each missing assignment by student.
- **Fields to Print**

  Student Name
  Student ID
  Assignment Comments
  Assignment Detailed Description – If this option is selected, it will print both the description and detailed description.
  Assignment Average Score – Displays the class average on the report.
  Earned and Possible Points
  Each Student on a Separate Page – Each student's information prints on a separate page with any missing assignments.
  Percent
  Grade Mark
- **Print Summary of Missing Assignments –** Selecting this option will show only the missing assignment count by student.

Sorting: Select to sort by student, by class or by teacher. The options for by class or by teacher are only available if you select the option to **Print Missing Assignment Class**.
Print Missing Assignment Count – Displays the total number of missing assignments.
Print Missing Assignment Class – If this option is selected, the student will display once for each class in which the student is enrolled.

Email Progress Reports

Email Progress Report allows you to email a report of the student's overall grade and assignment grades to parents and students who have valid email addresses entered. Parents/students who do not have an email address entered can have a Progress Report printed for an alternate method of delivery.



Grades and Students to Print

- **Display Grades and Assignments for Term:** Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of:** Allows you to only print the progress report for students receiving the selected grade.
- **Only print students with less/greater than _____ percent:** Allows you to print the progress report only for students receiving a grade less than or greater than the selected percentage.
- **Only print students with less/greater than _____ absences:** Allows you to print the progress report only for students with less/greater than the selected amount of absences.

Recipients: Allows you to determine who will be receiving the email.

- **Guardians**
- **Students**

Report Format Header Area:

- **Display Student's Name**

- **Display Student's ID**
- **Display Attendance Totals -** This option will print a single line with summary attendance totals.
- **Only for Selected Term –** This option will be available only if you select to **Display Attendance Totals**. Only the attendance totals for the selected grading period will display with this option selected.
- **Display Student's Advisor**
- **Display Grades for Previous Terms –** This option lists the overall grades the student has achieved in the same class for each previous term.
- **Free Form Header –** Allows for information entered in this space to print at the top of each report.

Category Totals

- **Display Category Totals –** Shows how the student performed in each of the categories used in the Gradebook. It will also display how the grade is calculated.

Assignment Detail

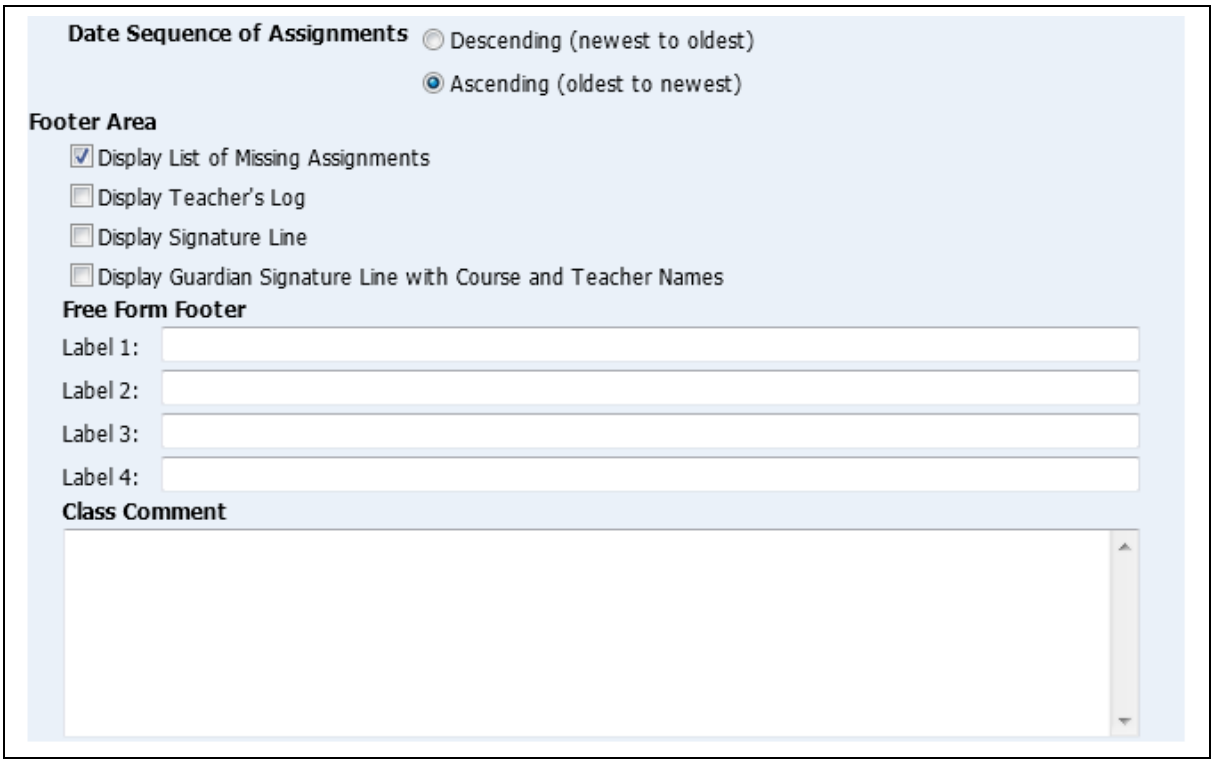
- **Do Not Print Assignments Marked as 'No Count' –** Assignments not included in the student's grade will not appear on the report.
- **Do Not Print Ungraded(*) Assignments –** Any assignment not scored will not be included in the report.
- **Do Not Print Assignments Not Posted to Family Access –** This option allows you to exclude assignment from display that are not selected to display in Family Access. This option may be unavailable (grayed out) because the entity forces all assignments to display in Family/Student Access.
- **Group Assignments by Category –** If this option is selected, it will sort the assignments based on category instead of by date.

Fields to Print

- **Assignment Comments**
- **Assignment Detailed Description -** If this option is selected, it prints both the description and detailed description.
- **Missing Indicator and Reason -** If this option is selected, it prints the statement "Assignment is marked as Count as Missing."
- **Earned and Possible Points**
- **Percent Earned**
- **Grade Mark**
- **Special Codes –** This option prints the Special codes attached to the assignments during scoring.
- **Special Codes Legend –** This option prints a legend to show what the Special codes signify.
- **Absences -** This option display a column on the report showing whether the student wasn't in attendance the day the assignment was due.
- **Absence Legend –** This option prints a legend to who what the Absence codes signify.

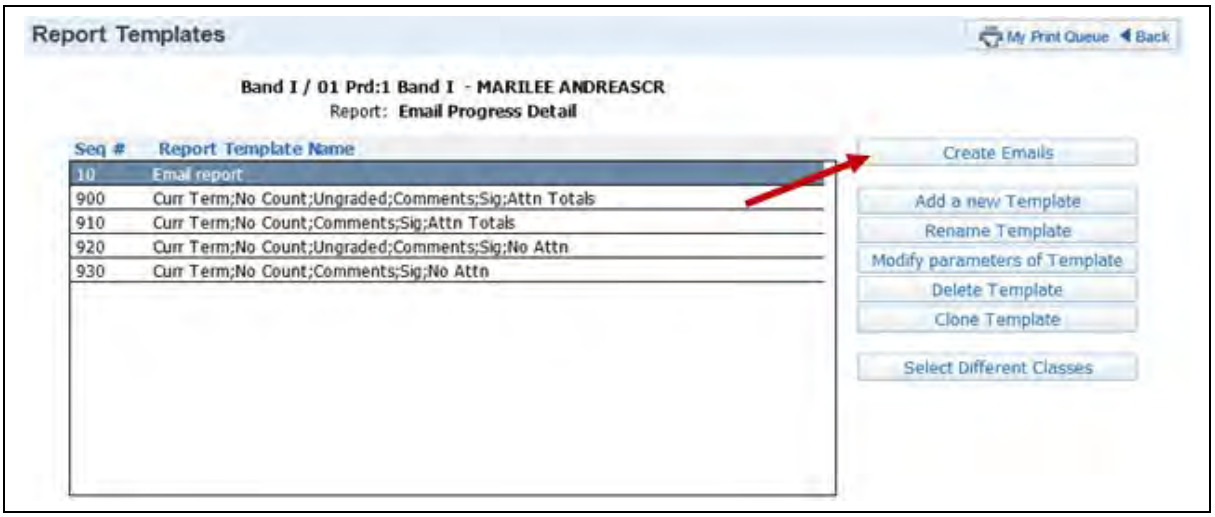
Date Sequence of Assignments: Select how the assignment will sort on the report.

- **Descending (newest to oldest)**
- **Ascending (oldest to newest)**

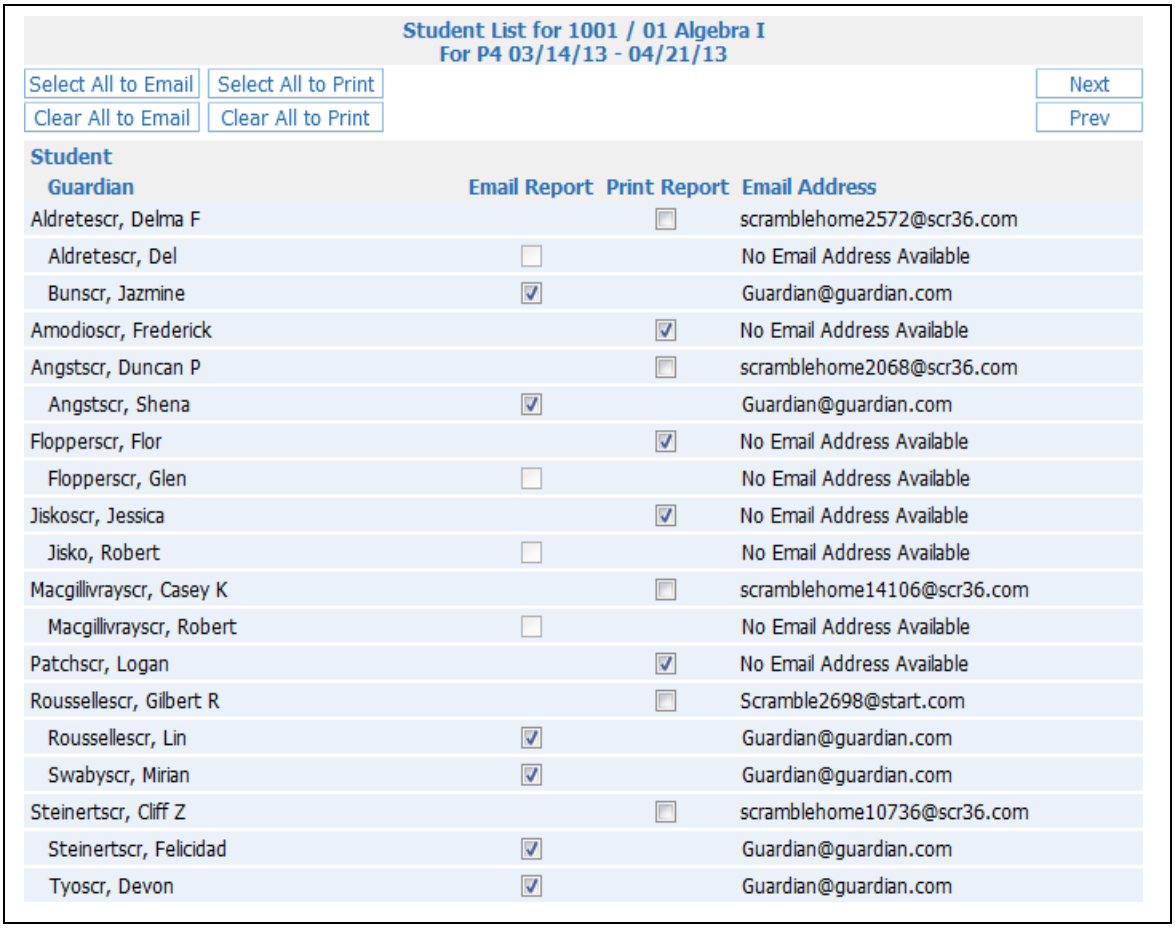


Footer Area

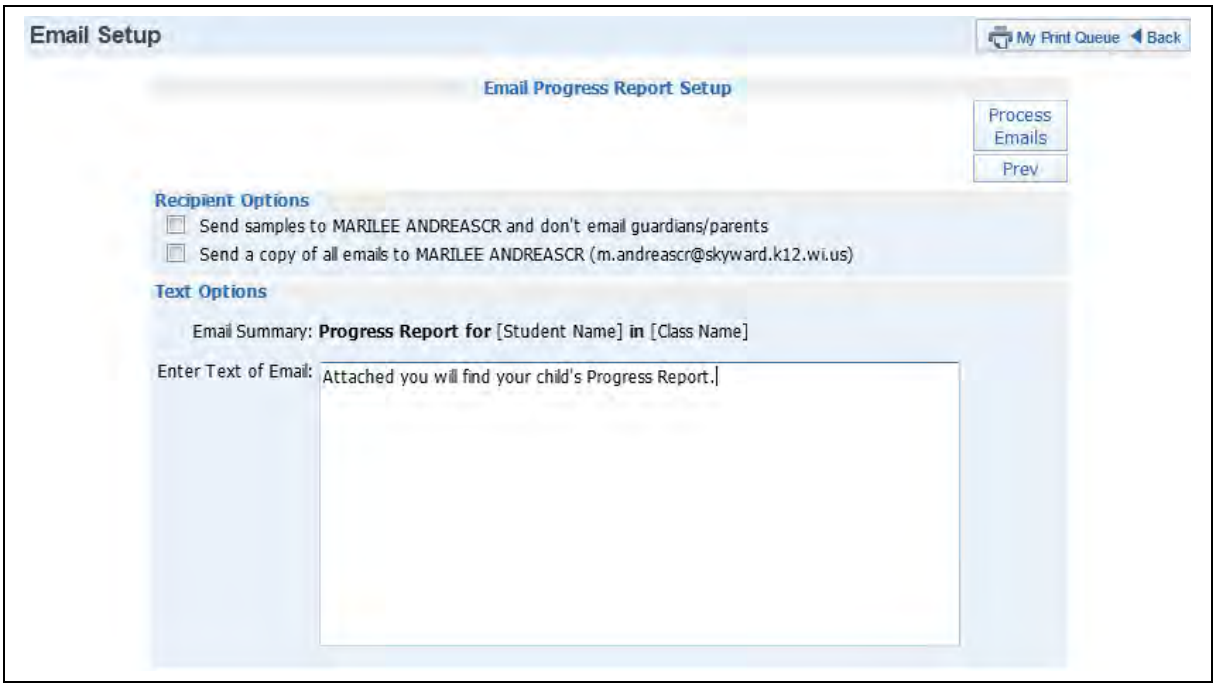
- **Display List of Missing Assignments** – This option prints a separate listing of assignments that are either marked as missing or are unscored and past the due date.
- **Display Teacher's Log –** This option allows you to print the entries created in the Teacher's Log.
- **Display Signature Line –** This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names –** You can select either this option or the **Display Signature line**. This option prints a signature line with the label of **Guardian Signature**. It also prints the course information and teacher name.
- **Free Form Footer/Class Comment –** Allows for the information entered in this space to print at the bottom of each report.



After saving the Email Progress Report template, click **Create Emails**.



The Student List displays all available students and guardians based on the ranges selected. Individuals without an email address will not be available for email selection. After verifying the recipients of the email and report, click the **Next** button.



Recipient Options

- **Send samples to (yourself) and don't email guardians/parents –** This option allows you to send test emails to yourself.
- **Send a copy of all emails to (yourself) –** This option allows you to send yourself an additional copy of every email generated by this process.

Text Options

- **Enter Text of Email –** Allows you to enter any text you would like included in the email body.

After verifying the Recipients and Text Options, click the **Process Email** button. The job processes in the Print Queue. You will receive the progress report for those parents/students without an email address, and you will receive a report showing the error message or email status.

View Emailed Reports

View Emailed Reports allows you to check the delivery status of emailed progress reports and view attachments to the emailed progress reports.

Date Created	Time Created	To Address	Status	
03/25/2013	4:13 PM	Guardian@guardian.com	Unsent	View Attachment
03/25/2013	4:13 PM	Guardian@guardian.com	Unsent	View Attachment
03/25/2013	4:13 PM	Guardian@guardian.com	Unsent	View Attachment
03/25/2013	4:13 PM	Guardian@guardian.com	Unsent	View Attachment
03/25/2013	4:13 PM	Guardian@guardian.com	Unsent	View Attachment
03/25/2013	4:13 PM	Guardian@guardian.com	Unsent	View Attachment
03/21/2013	10:21 AM	Scramble2035@start.com	Unsent	
03/21/2013	10:21 AM	scramble10444@example.com	Unsent	
03/20/2013	11:48 AM	Guardian@guardian.com	Unsent	View Attachment
03/20/2013	11:48 AM	Guardian@guardian.com	Unsent	View Attachment
03/20/2013	11:48 AM	Guardian@guardian.com	Unsent	View Attachment
03/20/2013	11:48 AM	Guardian@guardian.com	Unsent	View Attachment
03/20/2013	11:48 AM	Guardian@guardian.com	Unsent	View Attachment
03/20/2013	11:48 AM	Guardian@guardian.com	Unsent	View Attachment
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	

View

Email Count: **26**

Each emailed Progress Report is displayed in this list. The Status indicates whether the email was sent or if there was an error involved.

View Attachments – Allows you to see a copy of the progress report attached to the email.

View Email

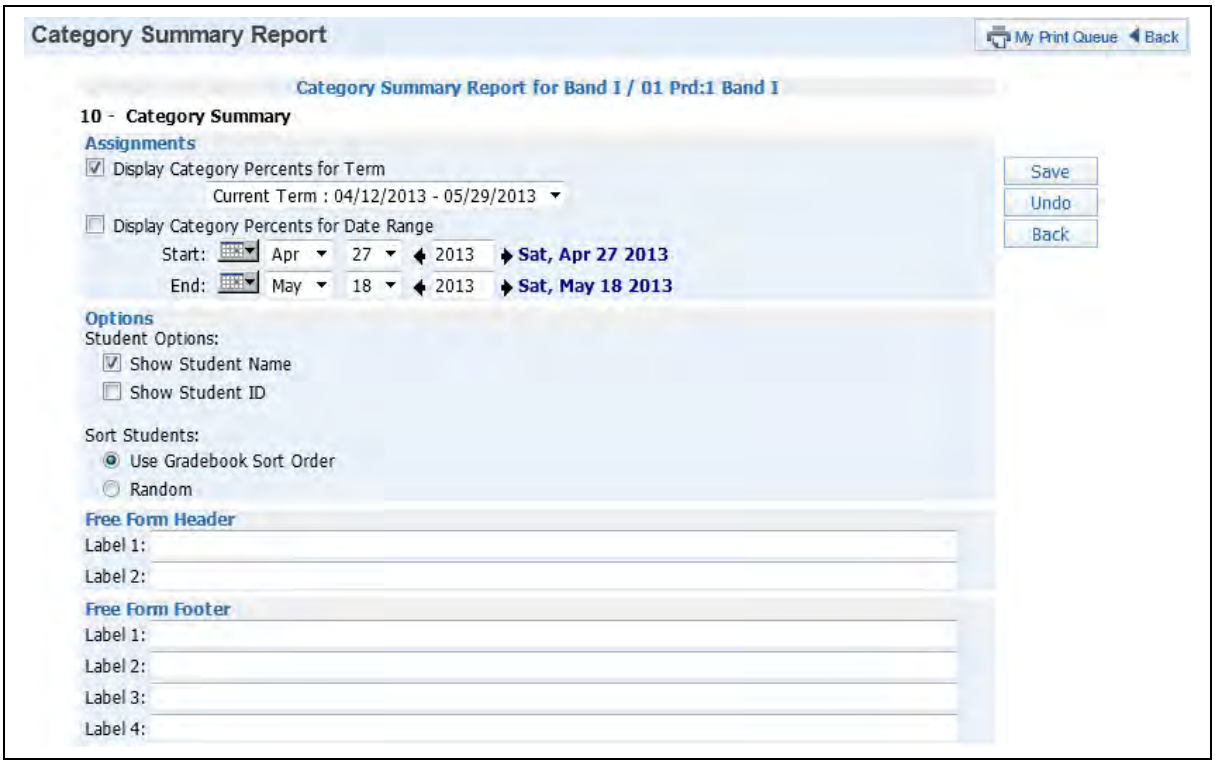
Back

To: **Guardian@guardian.com**
CC:
BCC:
Subject: **Progress Report for Cliff Steinertscr in 1001 / 01 Algebra I**
Body: **Your child's progress report is attached to this email. Please let me know if you have any questions.**
Date Created: **Monday, March 25 2013**
Time Created: **4:13 PM**
Status: **Unsent**
Date Sent:
Time Sent:
Attachment: **Yes**

This is a sample of the information you see when you click the **View** button.

Category Summary Report

The Category Summary Report lists the selected students and their earned category averages and overall term grades.



Assignments: Select to display assignment information for either a specific term or a date range.

- **Display Category Percents for Term:** Select the term for which you want to print assignment information.
- **Display Category Percents for Date Range:** Enter the specific date range for the assignment information.

Student Options: Allows you to print the student name and/or the student ID.

- **Show Student Name**
- **Show Student ID**

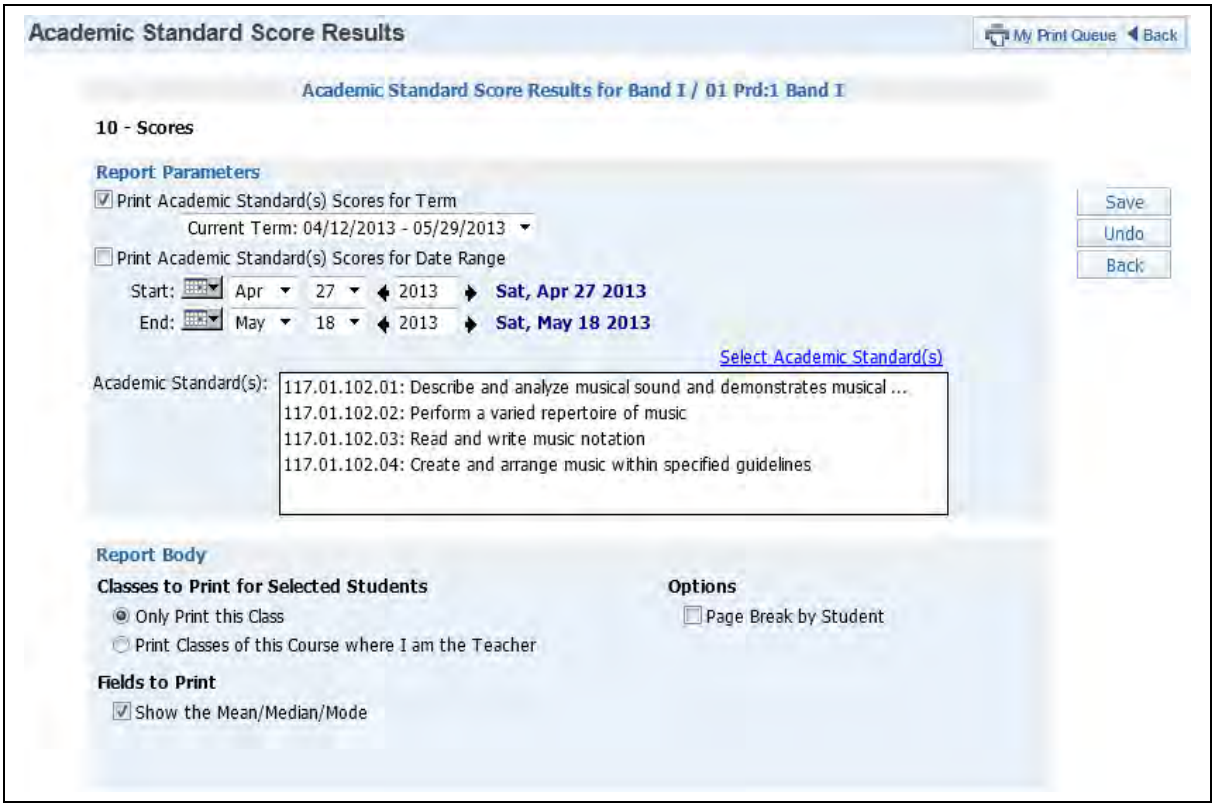
Sort Students: Allows you to determine how the students are sorted on the report. If you intend on posting this report in a public location and need to maintain grade confidentiality, select to sort students in a random order while showing only the student ID.

- **Use Gradebook Sort Order**
- **Random**

Free Form Header/Footer: This area allows you to enter any messages that you want printed for the entire class.

Academic Standard Scores Report

This report allows you to view each student's assignment scores in relation to the standards/benchmarks being assessed.



Grades and Students to Print

- **Display Trend Percents for Term –** Select the term to display the grade information.
- **Print Dropped Students –** Select this option if you want the dropped students to display on this report.

Student Header

The Student Header allows you to select the Student Information that will print.

Free Form Header

This option allows the entry of additional information as needed on the report.

Academic Standards/Benchmark Options

- **Do Not Print Academic Standards that are not Attached to an Assignment –** Should Academic Standars not currently attached to an assignment print?
- **Do Not Print Assignments –** Should assignments print on this report?
- **Do Not Let Trend Percent Go Below the Lowest Academic Standard Percent –** Can the trend percent value be lower than the Academic Standards Percent.
- **Only Calculate a Trend Percent for _____ or more Academic Standard Scores –** Allows you to determine how many scores need to be entered in order to calculate a Trend Percent.
- **Print the Grade Mark for the Academic Standard and Assignment**

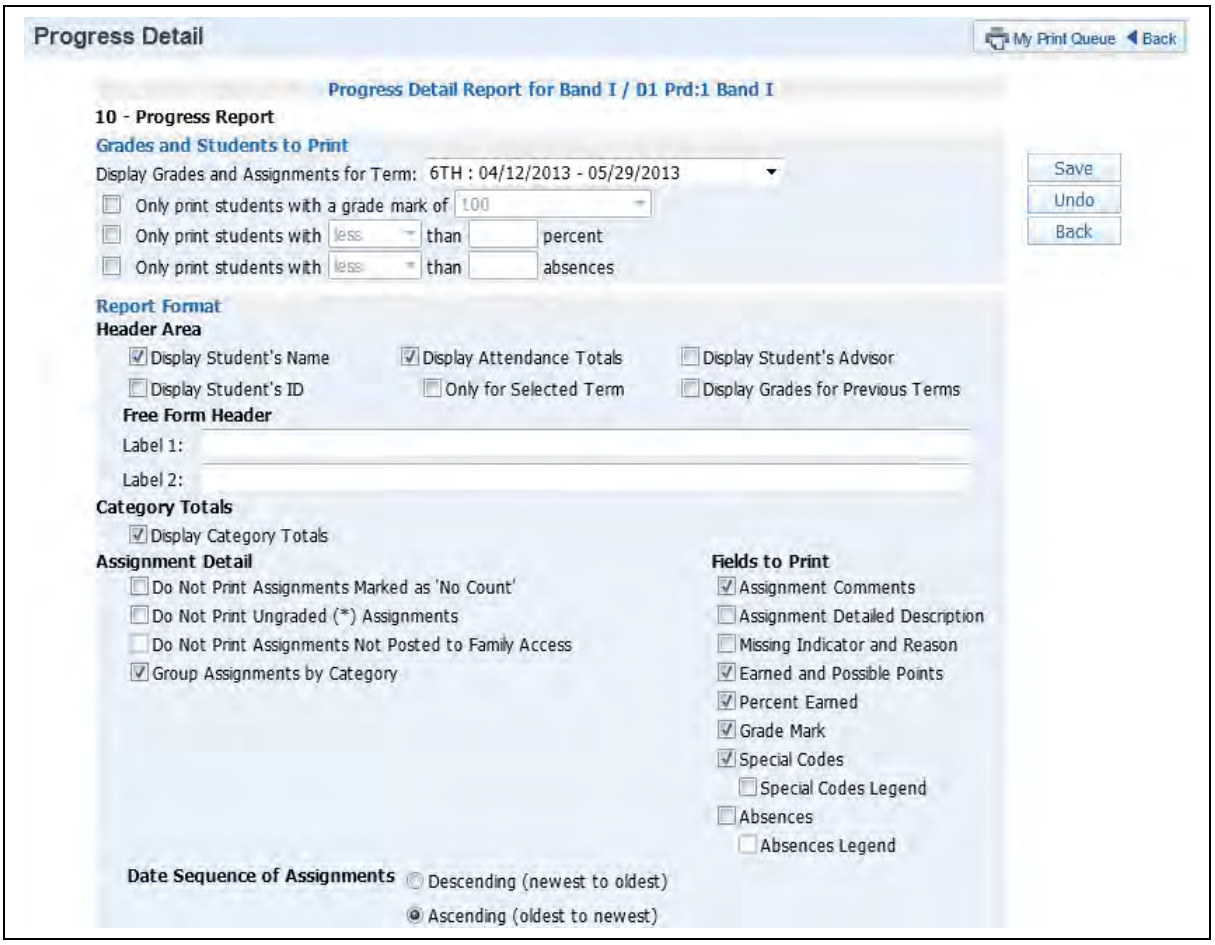
- **Do Not Print the Percentages for the Academic Standard and Assignment**
- **Hide the Average Column**
- **Hide the Trend Column**
- **Show the Academic Standard Total**

Free Form Footer/Class Comment
This allows you space for the entry of additional information as needed on the report.

Progress Reports

Progress Detail

The Progress Detail Report lists the overall grade and assignment scores for the specified term. If you have any questions about how the Gradebook is calculating the grade, run this report with category totals selected.



Grades and Students to Print

- **Display Grades and Assignments for Term:** Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of:** Allows you to only print the progress report for those students receiving the sleeted grade.
- **Only print students with less/greater than ____ percent:** Allows you to print the progress report for only those students receiving less/greater than the selected percentage.
- **Only print students with less/greater than ____ absences:** Allows you to print the progress report for only those students receiving less/greater than the selected number of absences.

Report Format Header Area:

- **Display Student's Name**
- **Display Student's ID**
- **Display Attendance Totals -** This option will print a single line with summary attendance totals.
- **Only for Selected Term –** This option will be available only if you select to **Display Attendance Totals**. Only the attendance totals for the selected grading period will display with this option selected.
- **Display Student's Advisor**
- **Display Grades for Previous Terms –** This option lists the overall grades the student has achieved in the same class for each previous term.
- **Free Form Header –** Allows information entered in this space to print at the top of each report.

Category Totals

- **Display Category Totals –** Shows how the student performed in each of the categories used in the Gradebook; also displays how the grade is calculated.

Assignment Detail

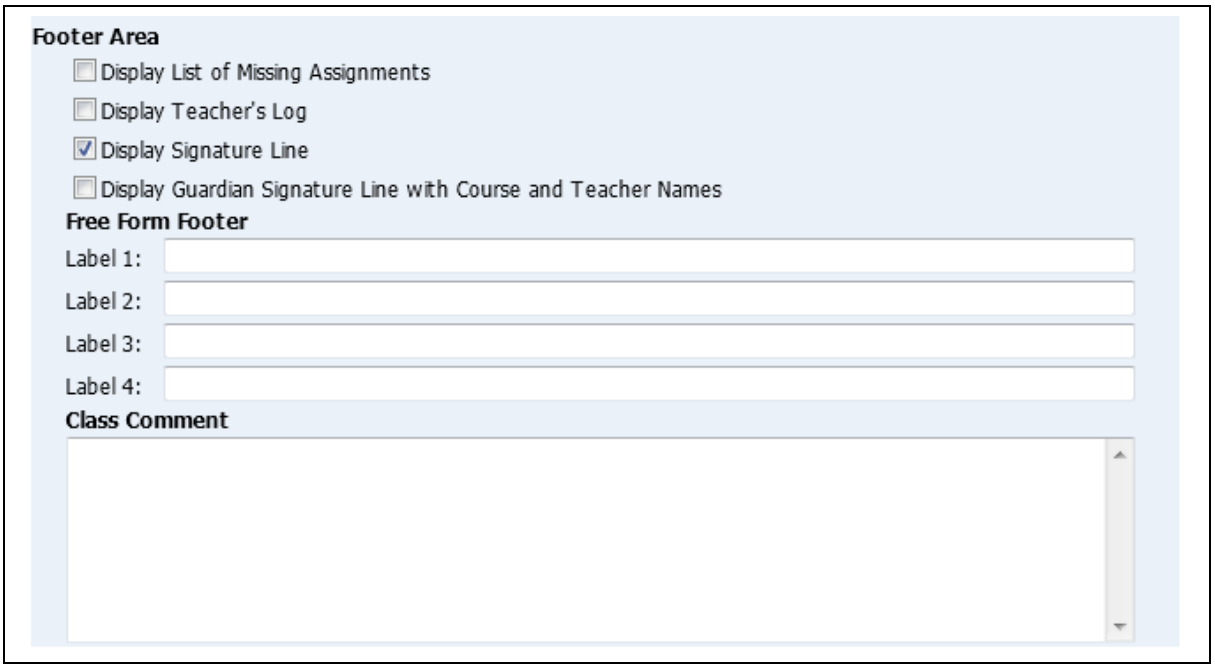
- **Do Not Print Assignments Marked as 'No Count' –** Assignments not included in the student's grade do not appear on the report.
- **Do Not Print Ungraded(*) Assignments –** Assignments not scored do not display on the report.
- **Do Not Print Assignments Not Posted to Family Access –** Exclude assignments from displaying that are not selected to display in Family Access. This option may be unavailable because the entity is forcing all assignments to display in Family/Student Access.
- **Group Assignments by Category –** If this option is selected, assignments are sorted based on category instead of date.

Fields to Print

- **Assignment Comments**
- **Assignment Detailed Description -** If this option is selected, it prints both the description and detailed description.
- **Missing Indicator and Reason -** If this option is selected, it prints the statement "Assignment is marked as Count as Missing."
- **Earned and Possible Points**
- **Percent Earned**
- **Grade Mark**
- **Special Codes –** This option prints the Special Codes attached to the assignments during scoring.
- **Special Codes Legend –** This option prints a legend showing what the Special Codes mean.
- **Absences -** This option displays a column on the report showing whether the student wasn't in attendance the day the assignment was due.
- **Absence Legend –** This option prints a legend to showing what the Absence Codes mean.

Date Sequence of Assignments: Select how the assignments will sort on the report.

- **Descending (newest to oldest)**
- **Ascending (oldest to newest)**



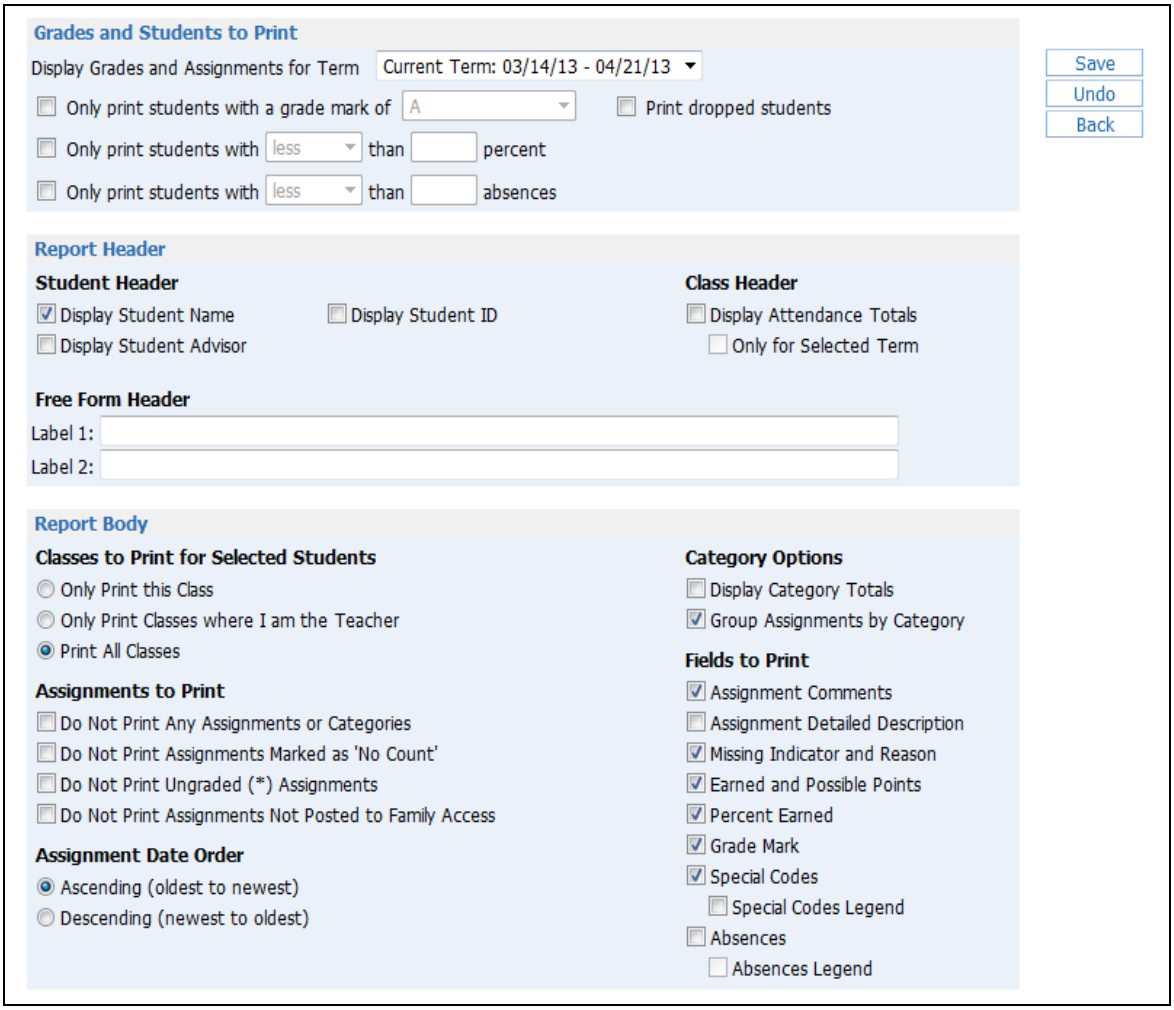
Footer Area

- **Display List of Missing Assignments** – This option prints a separate listing of assignments that are marked as missing or are unscored and past the due date.
- **Display Teacher's Log –** This option allows you to print the entries created in the Teacher Log.
- **Display Signature Line –** This option add a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names –** You can select either this option or the Display Signature line. This option prints a signature line with the label Guardian Signature. It will also print the course information and teacher name.

Free Form Footer/Class Comment – Allows for information entered in this space to print at the bottom of each report.

Enhanced Multi-Class Progress Report

The Enhanced Multi-Class Progress Report can display grades and assignments for a specific grading period. This report can be generated for the selected class or every class the student has in his/her schedule.



Grades and Students to Print

- **Display Grades and Assignments for Term:** Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of:** Allows you to print the progress report for only students receiving the selected grade.
- **Only print students with less/greater than _____ percent:** Allows you to print the progress report for only students receiving less/greater than the selected percentage.
- **Only print students with less/greater than _____ absences:** Allows you to print the progress report for only students receiving less/greater than the selected number of absences.

Student Header: Select the student information to print on the report.

- **Display Student Name**

- **Display Student Advisor**
- **Display Student ID**

Class Header: Specify whether attendance information should display on the report.

- **Display Attendance Totals -** This option prints a single line with summary attendance totals.
- **Only for Selected Term –** This option will be available only if you select to **Display Attendance Totals**. Only the attendance totals for the selected grading period will display.

Free Form Header: Allows for information entered in this space to print at the top of each report.

Classes to Print for Selected Students: Select the classes that will print on the report.

- **Only Print this Class –** The current class is the only class that will print on the report.
- **Only Print Classes where I am the Teacher –** Displays all of the classes the student has where you are the teacher.
- **Print All Classes –** Display every class the student has.

Assignments to Print

- **Do Not Print Any Assignments or Categories** – Assignment information and categories do not display on the report.
- **Do Not Print Assignments Marked as 'No Count' –** Assignments not included in the student's grade do not appear on the report.
- **Do Not Print Ungraded(*) Assignments –** Assignments not scored do not display on the report.
- **Do Not Print Assignments Not Posted to Family Access –** Exclude assignments from display that are not selected to display in Family Access. This option may be unavailable because the entity is forcing all assignments to display in Family/Student Access.

Assignment Date Order: Select how the assignments will sort on the report.

- **Descending (newest to oldest)**
- **Ascending (oldest to newest)**

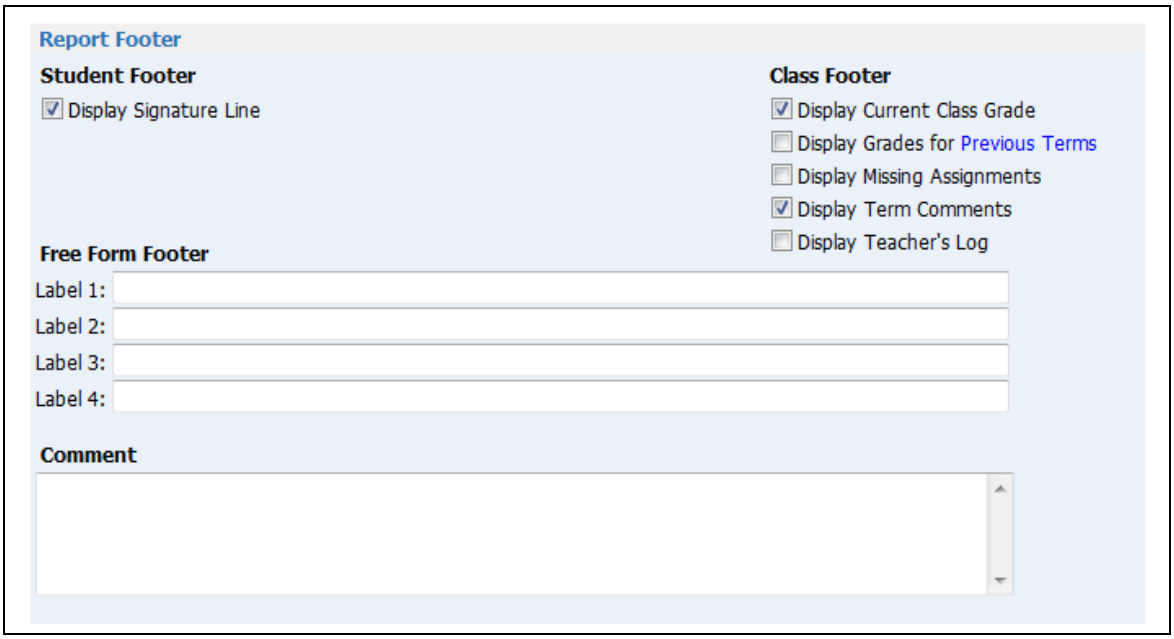
Category Options

- **Display Category Totals –** Shows how the student performed in each of the categories used in the Gradebook; will also display how the grade is calculated.
- **Group Assignments by Category –** Sorts the assignments based on category instead of by date.

Fields to Print

- **Assignment Comments**
- **Missing Indicator and Reason -** If this option is selected, it prints the statement: "Assignment is marked as Count as Missing."
- **Earned and Possible Points**
- **Percent Earned**
- **Grade Mark**
- **Special Codes –** This option prints the Special codes attached to the assignments during scoring.

- **Special Codes Legend –** This option prints a legend to show what the Special codes mean.
- **Absences -** This option displays a column on the report showing whether the student wasn't in attendance the day the assignment was due.
- **Absence Legend –** This option prints a legend to reflect what the Absence codes mean.



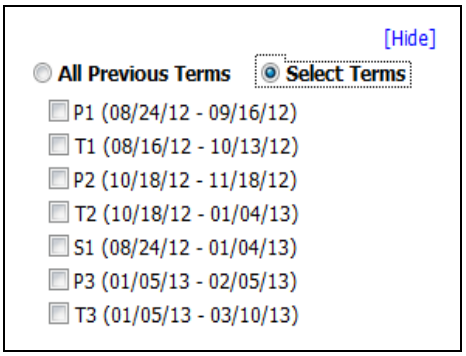
Student Footer

- **Display Signature Line –** This option add a space for parents/guardians to acknowledge receipt of the report.

Class Footer

- **Display Current Class Grade –** Displays grade currently being earned by the student.

- **Display Grades for Previous Terms –** This option allows you to determine the previous term grades to print. Click **Previous Terms** to display a list.



You can either select **All Previous Terms** or **Select Terms**.

All Previous Terms – Prints every grade present for all terms.

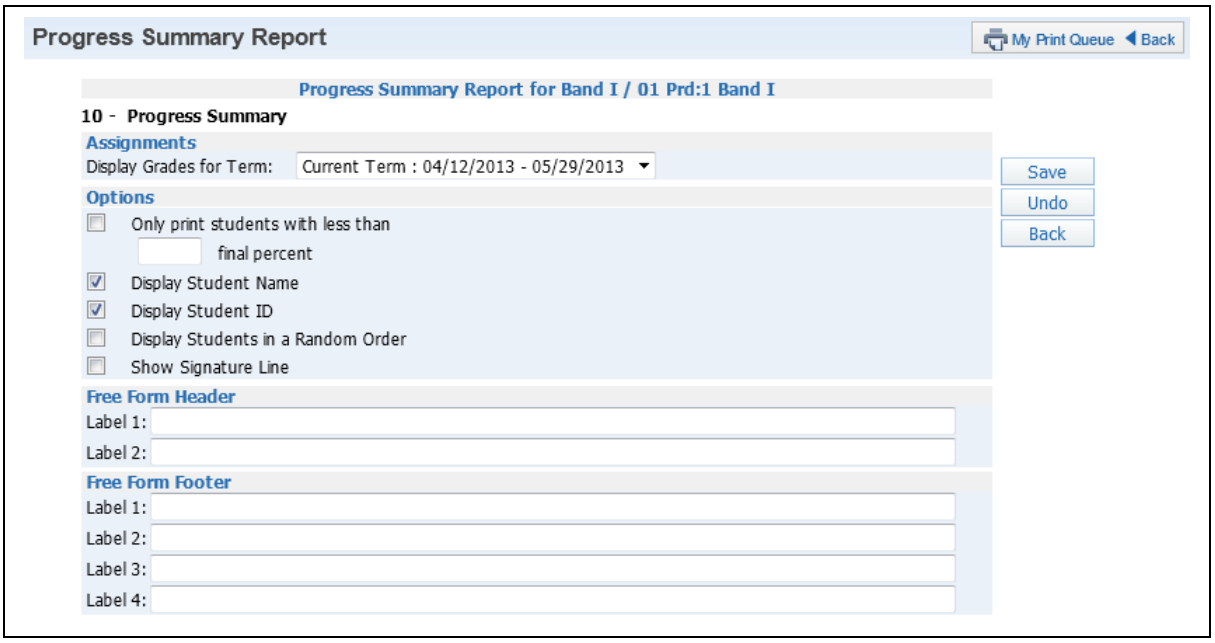
Select Terms – Select the prior term grades to print.

- **Display List of Missing Assignments** – This option prints a separate listing of assignments that are marked as missing or are unscored and past the due date.
- **Display Term Comments** – This option prints the report card grade comments.
- **Display Teacher's Log –** This option allows you to print the entries created in the Teacher Log.

Free Form Footer/Class Comment – Allows for the information entered in this space to print at the bottom of each report.

Progress Summary

The Progress Summary Report displays only the overall grades for the selected terms; no assignment scores will print.



Assignments

- **Display Grades for Term:** Select the term/semester/final grading period that will be used to generate the Progress Report.

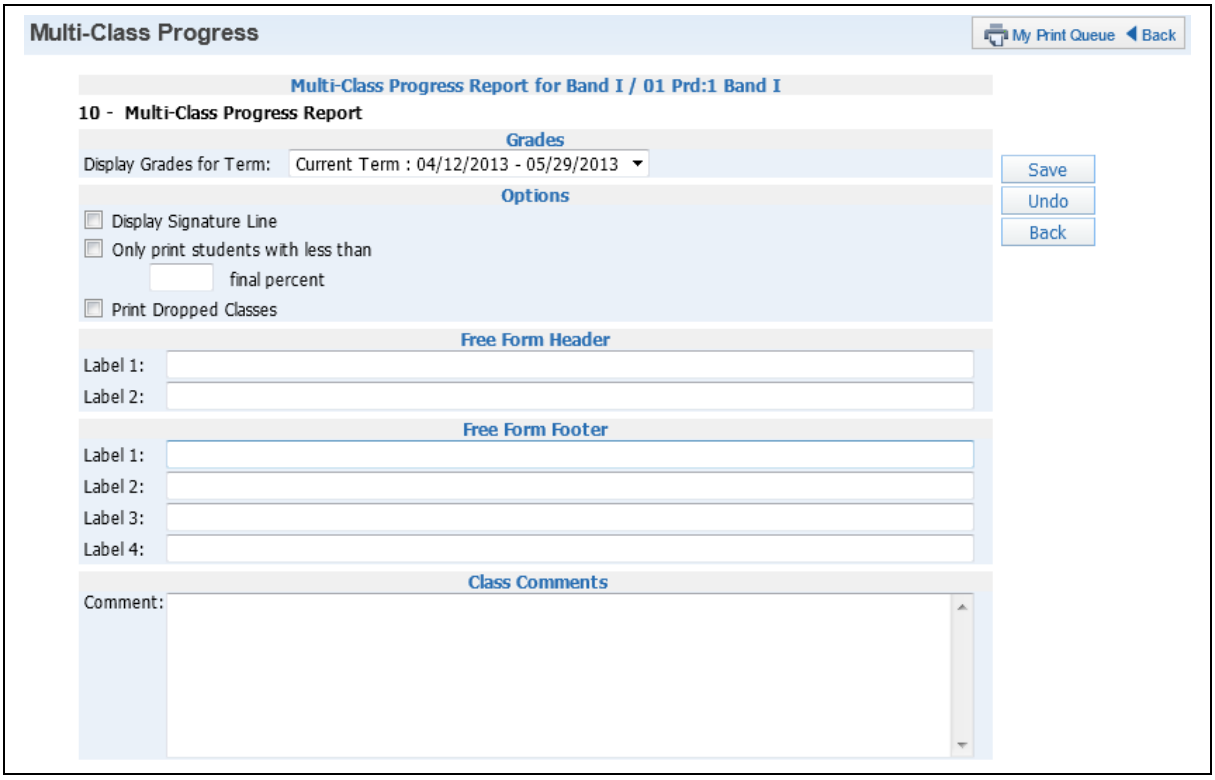
Options

- **Only print students with less than _____ final percent –** This option prints the report only for students below a specific percentage.
- **Display Student Name** – Select this option to print the student's name.
- **Display Student ID –** This option prints the student's ID.
- **Display Students in a Random Order –** If you will be posting this report in a public location and need to maintain grade confidentiality, select the options to **Display Student ID** and **Display Students in a Random Order**.
- **Show Signature Line –** This option will add space on the report for a signature.

Free Form Header/Footer : This space lets you enter additional information to print on the report.

Multi-Class Progress Report

The Multi-Class Progress Report lists the overall grade and category summary for the term specified. If a student is in multiple classes you teach, each class will display on the report for the student.



Grades

Display Grades for Term: Select the term/semester/final grading period that will be used to generate the Progress Report.

Options

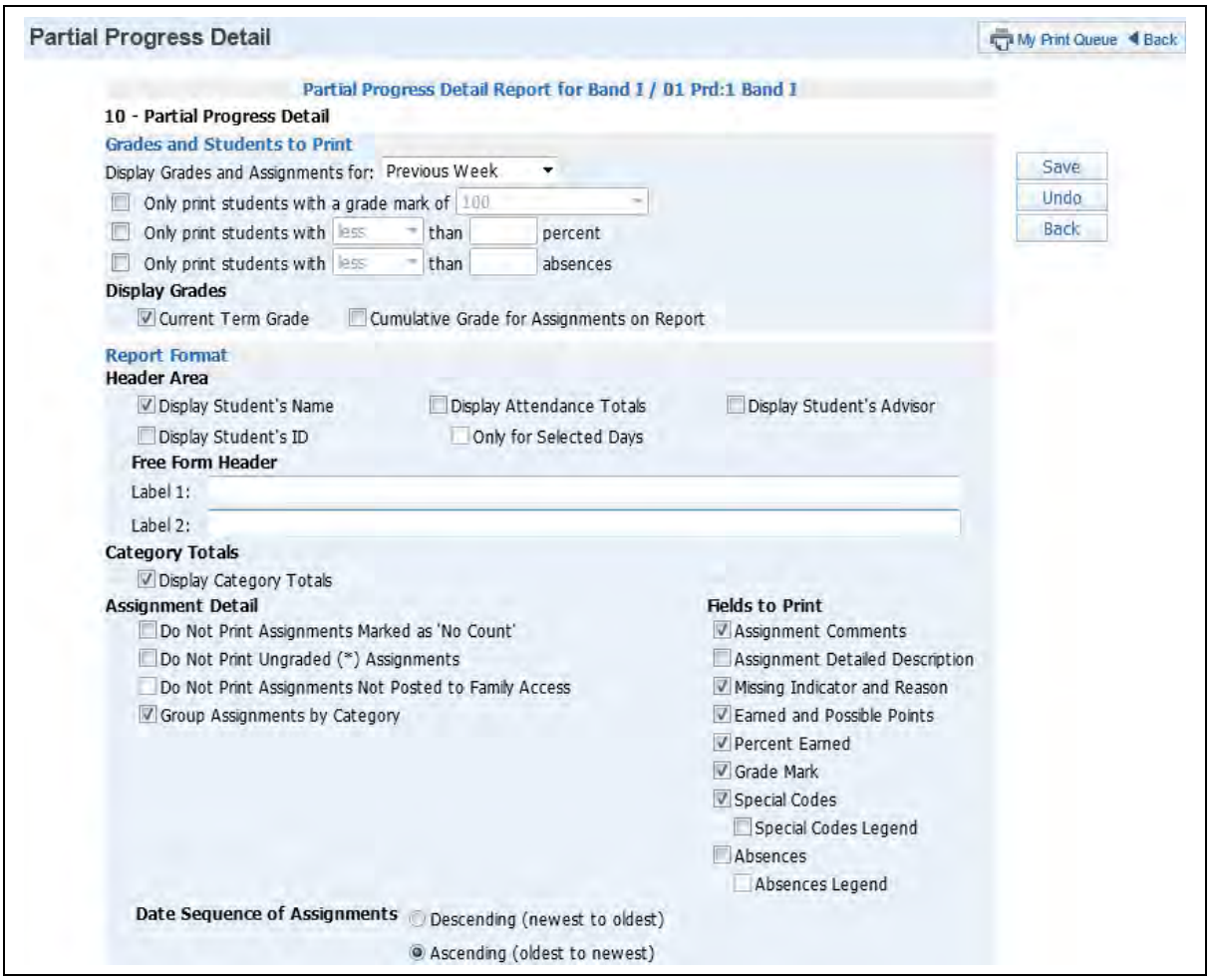
- **Show Signature Line –** This option adds a space on the report for a signature.
- **Only print students with less than _____ final percent –** This option prints the report only for students below a specific percentage.
- **Print Dropped Classes –** This option includes dropped classes.

Free Form Header/Footer/Classes Comments: Provides space to enter additional information as needed on the report.

Partial Progress Reports

Partial Progress Detail

The Partial Progress Detail report lists the current overall grade and assignment scores for a specified period of time. This report has the same information as the Progress Detail Report. The only difference is that you can run this report for a specific date range.



Grades and Students to Print

- **Display Grades and Assignment for -** Allows you to determine the assignments that will print. You can select from Previous Week, Previous 2 Weeks, Previous 3 Weeks, Previous 4 Weeks or Enter Specific Dates.
- **Only print students with a grade mark of -** Allows you to print the progress report only for students receiving the selected grade.
- **Only print students with less/greater than ____ percent -** Allows you to print the progress report only for students receiving less/greater than the selected percentage.
- **Only print students with less/greater than ____ absences -** Allows you to print the progress report only for students receiving less/greater than the selected number of absences.

Display Grades

- **Current Term Grade –** Display the current grade based upon all assignments for the entire term.
- **Cumulative Grade for Assignments on Report –** This option prints an overall grade based on only the assignments within the date range indicated. This grade will likely be different than the current term grade.

Header Area: Select the student information to print on the report.

- **Display Student Name**
- **Display Student ID**
- **Display Attendance Totals -** This option will print a single line with summary attendance totals.
- **Only for Selected Term –** This option will be available only if you select to **Display Attendance Totals**. Only the attendance totals for the selected grading period will display with this option selected.
- **Display Student Advisor**

Free Form Header: Information entered in this space prints at the top of each report.

Category Options

- **Display Category Totals –** Shows how the student performed in each of the categories used in the Gradebook; also displays how the grade is calculated.

Assignment Detail

- **Do Not Print Assignments Marked as 'No Count' –** Assignments not included in the student's grade do not appear on the report.
- **Do Not Print Ungraded(*) Assignments –** Assignments not scored do not display on the report.
- **Do Not Print Assignments Not Posted to Family Access –** This option allows you to exclude assignments that are not selected to display in Family Access. This option may not be available because the entity is forcing all assignments to display in Family/Student Access.
- **Group Assignments by Category –** Sort the assignments based on category instead of by date.

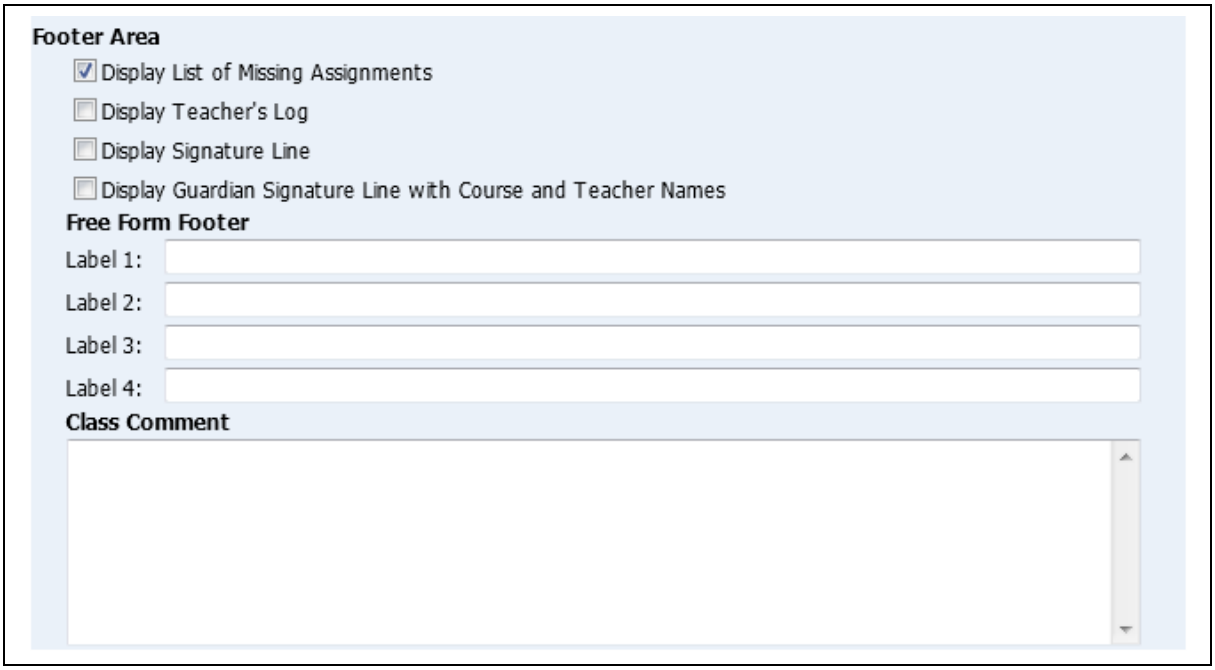
Fields to Print

- **Assignment Comments**
- **Missing Indicator and Reason -** If this option is selected, it prints the statement: "Assignment is marked as Count as Missing."
- **Assignment Detailed Description -** If this option is selected, it prints both the description and detailed description.
- **Earned and Possible Points**
- **Percent Earned**
- **Grade Mark**
- **Special Codes –** This option prints the Special codes attached to the assignments during scoring.
- **Special Codes Legend –** This option prints a legend showing what the Special codes mean.
- **Absences -** This option displays a column on the report showing whether the student wasn't in attendance the day the assignment was due.

- **Absence Legend –** This option prints a legend to show what the Absence codes mean.

Assignment Date Order: Select how the assignments will sort on the report.

- **Descending (newest to oldest)**
- **Ascending (oldest to newest)**



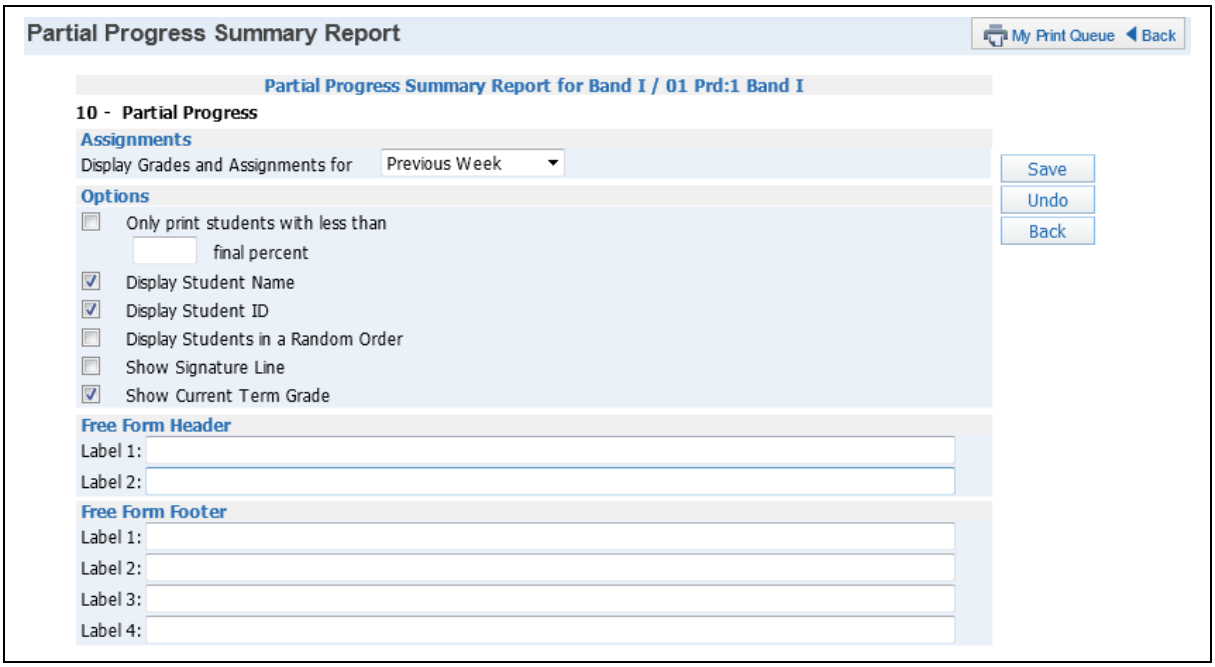
Footer Area

- **Display List of Missing Assignments** – This option prints a separate listing of assignments that are marked as missing or are unscored and past the due date.
- **Display Teacher's Log –** This option allows you to print the entries created in the Teacher's Log.
- **Display Signature Line –** This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names –** You can select either this option or the **Display Signature line**. This option prints a signature line with the wording of "Guardian Signature." It also prints the course information and teacher name.

Free Form Footer/Class Comment: Information entered in this space prints at the bottom of each report.

Partial Progress Summary

The Partial Progress Summary Report lists the current overall grade for a specific date range.



Assignments

- **Display Grades and Assignment for -** Allows you to determine the assignments that will print. You can select from Previous Week, Previous 2 Weeks, Previous 3 Weeks, Previous 4 Weeks or Enter Specific Dates.

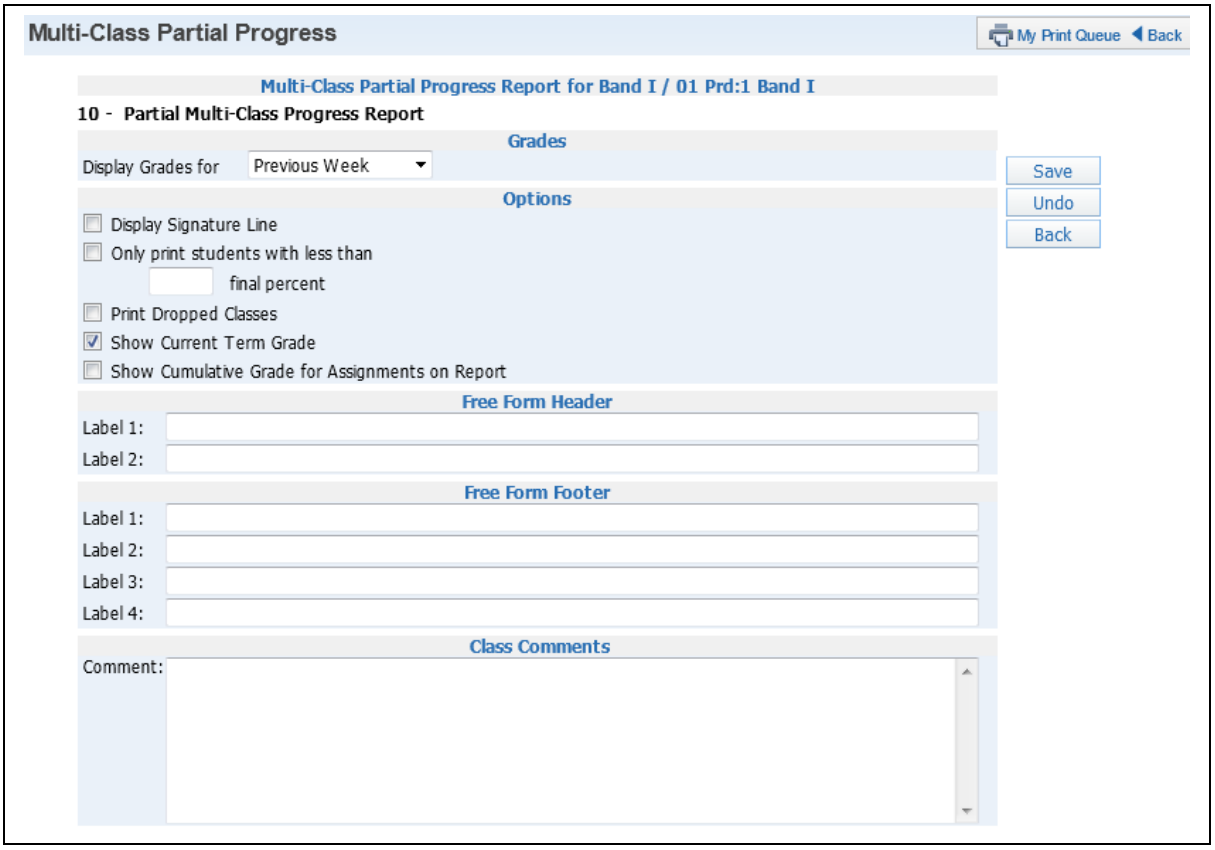
Options

- **Only print students with less than _____ final percent –** This option prints the report only for students below a specific percentage.
- **Display Student Name** – Select this option if you want the student's name to print.
- **Display Student ID –** Allows you to print the student's ID.
- **Display Students in a Random Order –** If you will be posting this report in a public location and need to maintain grade confidentiality, select the options to **Display Student ID** and **Display Students in a Random Order**.
- **Show Signature Line –** This option adds space on the report for a signature.
- **Show Current Term Grade –** If this option is selected, it shows the student's grades for the term to date.

Free Form Header/Footer : Provides space to enter additional information to the report as needed.

Partial Multi-Class Progress Report

The Partial Multi-Class Progress Report lists the overall grade and category summary for the selected date range. If a student is in multiple classes you teach, each class will display on the report for the student.



Assignments

- **Display Grades for -** Allows you to determine the assignments that will print. You can select from Previous Week, Previous 2 Weeks, Previous 3 Weeks, Previous 4 Weeks or Enter Specific Dates.

Options

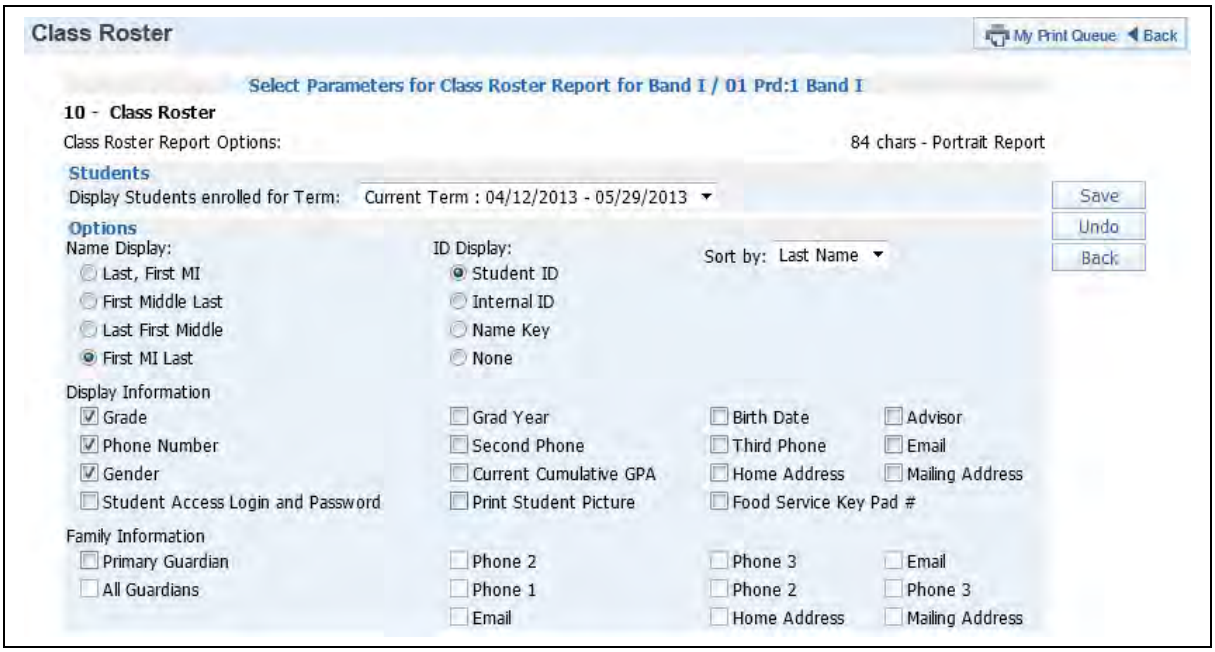
- **Show Signature Line –** This option adds space on the report for a signature.
- **Only print students with less than _____ final percent –** Print the report only for students below a specific percentage.
- **Print Dropped Classes –** Allows you to print dropped classes on this report.
- **Current Term Grade –** Displays the current grade based upon all assignments for the entire term.
- **Cumulative Grade for Assignments on Report –** This option prints an overall grade based only on the assignments within the date range indicated. This grade will likely be different than the current term grade.

Free Form Header/Footer/Classes Comments: Provides space to enter additional information on the report as needed.

Class Information

Class Roster

The Class Roster Report provides a listing of all the students in your class with selected information. Not all of the options can be selected to print on the report; there is a character maximum of 122.



Students

- **Display Students enrolled for Term:** Select the term to be used for the report.

Name Display: Choose how you would like the name to print on the report.

- **Last, First, MI**
- **First, Middle, Last**
- **Last, First, Middle**
- **First, MI, Last**

ID Display: Select the ID you want to print on the report

- **Student ID** – ID set up by the district.
- **Internal ID** – ID that is given to the student by the program automatically.
- **Name Key** – Every person entered into Skyward has a Name Key. It consists of the first 5 letters of the last name, first 3 letters of the first name and a tie-breaker number. (Example – Mary Smith would be Smithmar000).
- **None**

Sort By: Allows you to determine the order in which the names will display on the report.

- **Last Name**
- **First Name**

Display Information: Select the Demographic Information you want displayed on the report.

- **Grade**
- **Phone Number**

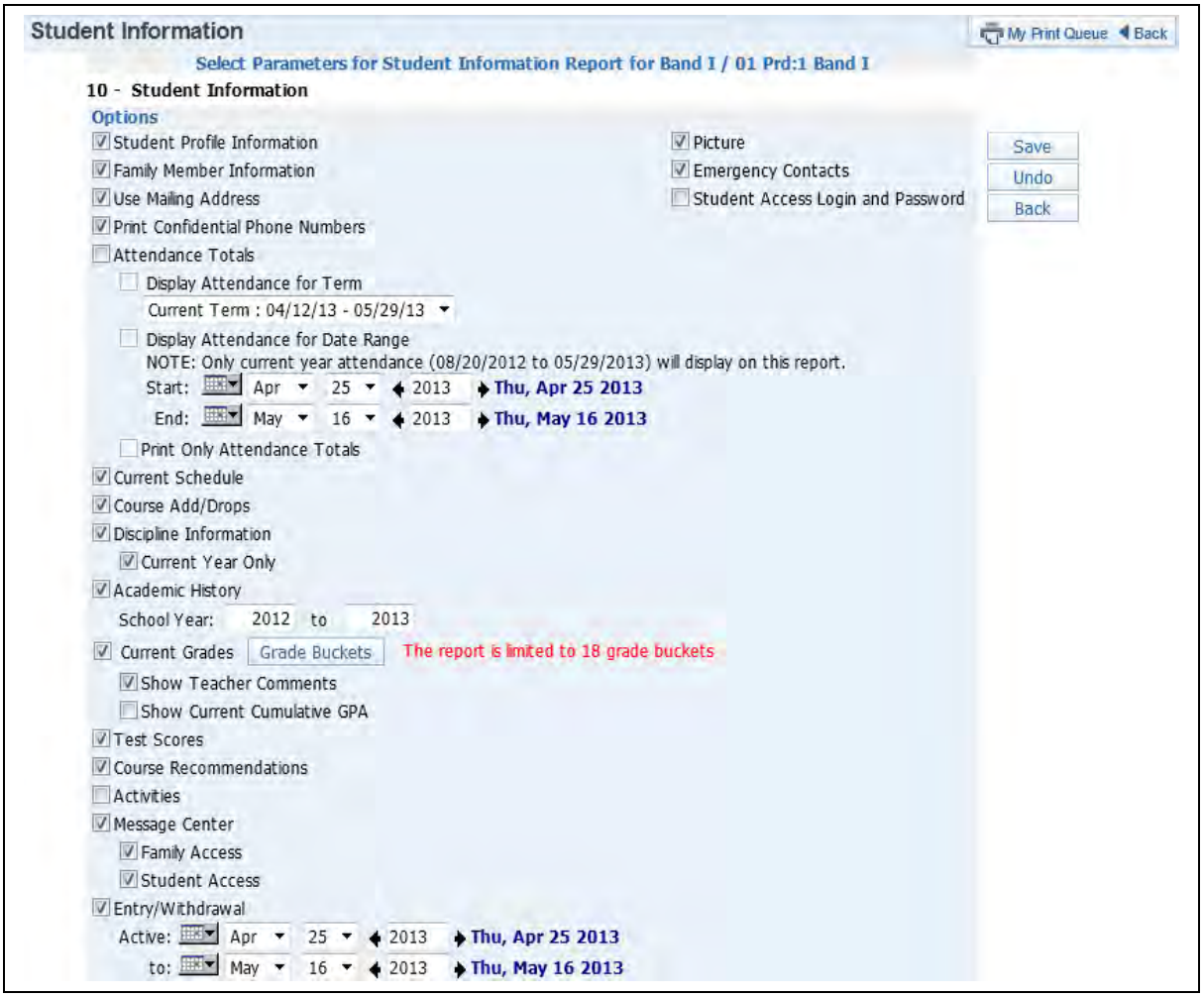
- **Gender**
- **Student Access Login and Password** - The Password will print only if the student hasn't changed his/her password from the district-defined password.
- **Grad Year**
- **Second Phone** - This is the second phone number for the student, not the family number.
- **Current Cumulative GPA**
- **Print Student Picture**
- **Birth Date**
- **Third Phone** - This is the third phone number for the student, not the family phone.
- **Home Address**
- **Food Service Key Pad#** - Availability of this option depends on district configuration settings.
- **Advisor**
- **Email**
- **Mailing Address**

Family Information: Select the Family Information you want to display on the report. All options will be grayed out until you select **Primary Guardian**.

- **Primary Guardian**
- **Phone 2**
- **Phone 3**
- **Email**
- **All Guardians**
- **Phone 1**
- **Phone 2**
- **Phone 3**
- **Email**
- **Home Address**
- **Mailing Address**

Student Information

The Student Information Report allows you to print an assortment of student information. The information you can a print depends upon your security access to information in My Students.



Options: Select the information you would like to print on the report.

- **Student Profile Information –** Prints demographic information, such as birth date, address, phone number and alert information.
- **Family Member Information –** Displays family information, such as guardian names, phone numbers and sibling names.
- **Use Mailing Address –** Displays the student's mailing address.
- **Print Confidential Phone Numbers –** Determines whether phone numbers flagged as confidential will be included.
- **Attendance Totals –** Displays attendance information for the student. You can either select **Display Attendance for Term** or **Display Attendance for Date Range**.

  Display Attendance for Term – Allows you to select the term for which attendance will print.

  Display Attendance for a Date Range – Allows you to select the specific dates for which attendance will print on the report.

Print Only Attendance Totals – If this option is not selected, the report shows the days and periods the student was not in attendance.

- **Current Schedule –** Displays the student's current year schedule.
- **Course Add/Drop –** Shows the dates when courses were added and dropped.
- **Discipline Information –** Displays the student's discipline offenses and action records.

  Current Year Only – If this option is selected, only current year offenses and actions display.
- **Academic History –** Shows courses and grades for prior year(s).

  School Year – Allows you to determine the school year(s) of Academic History that will print.
- **Current Grades** – Displays the current grades for all the student's courses.

  Grade Buckets – Allows you to select the grades that display.

  Show Teacher Comments – Displays the report card comments.

  Show Current Cumulative GPA – Displays the student's cumulative GPA value.
- **Test Scores –** Shows scores entered for standardized tests.
- **Course Recommendations –** Displays any course recommendations entered for the student.
- **Activities –** Allows you to view the activities in which the student is involved.
- **Message Center –** Displays any messages that were generated. You can select to display Family Access and/or Student Access.

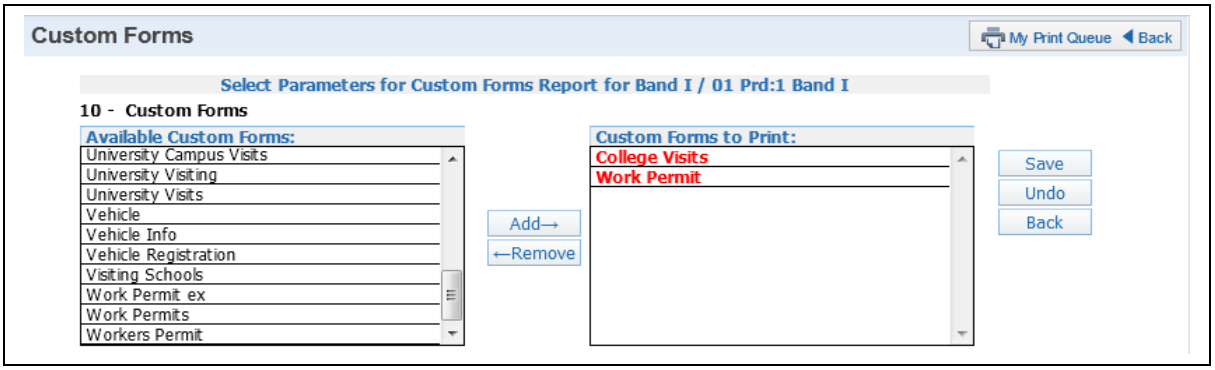
  Family Access

  Student Access
- **Entry/Withdrawal –** Shows entry/withdrawal records for the student based upon the dates entered.

  Active to and from dates
- **Picture –** If a picture exists for the student in Skyward, it can display on the report.
- **Emergency Contacts –** Displays the emergency contacts for the student.
- **Student Access Login and Password –** Allows you to view the student's login and password for Student Access. If the student has changed his/her password from the one entered by the district, you will see ********** on the report.

Custom Forms Report

The Custom Forms Report allows you to print information entered on Customs Forms. Custom Forms are set up by the district and allow information not currently being tracked in Skyward to be entered on the form.

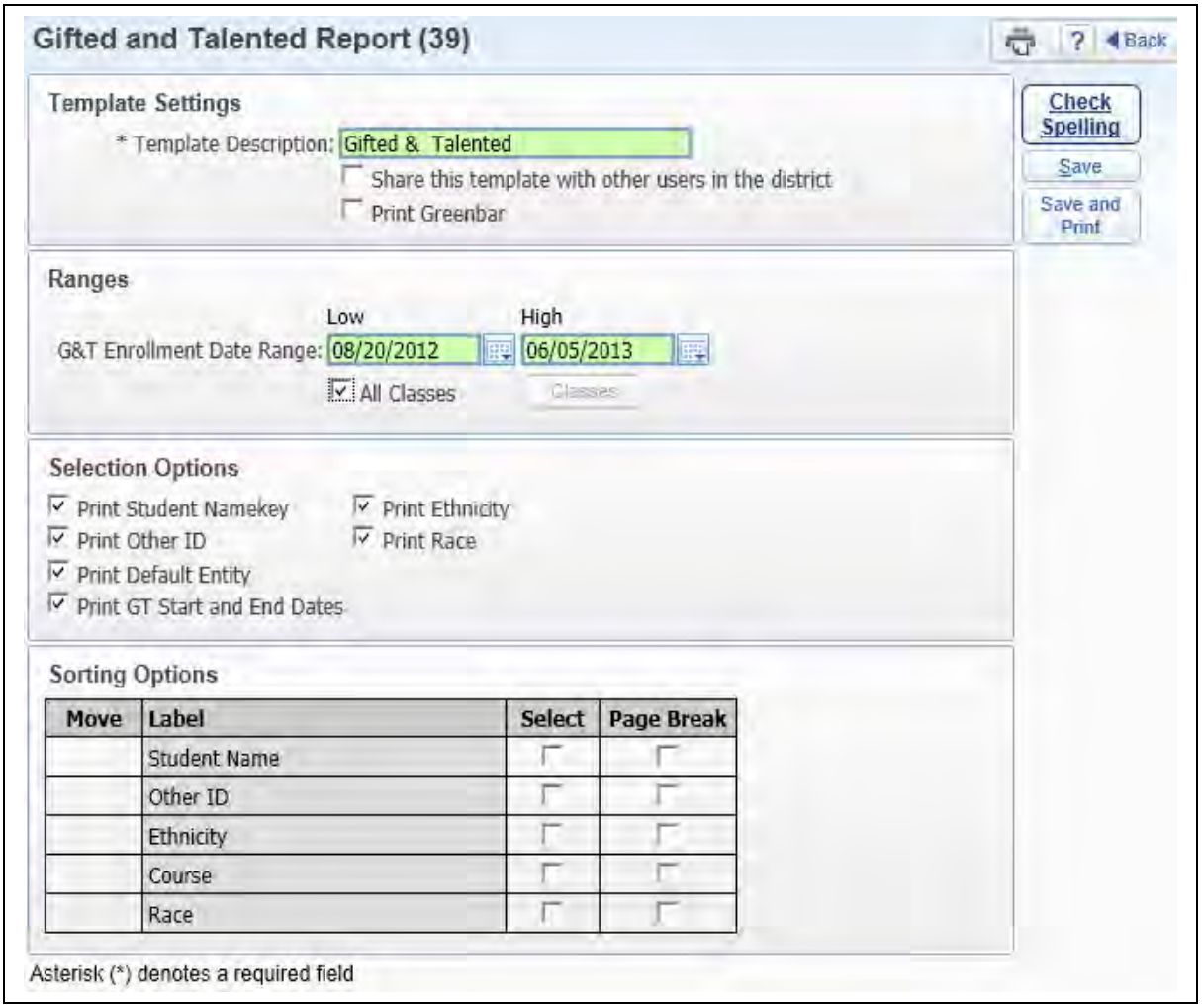


Available Custom Forms: Displays all of the custom forms available for you to select. The forms you see in this list are based upon how the district set up the form.

Custom Forms to Print: The forms displayed in this box are the forms you will be printing. You can select multiple forms to print.

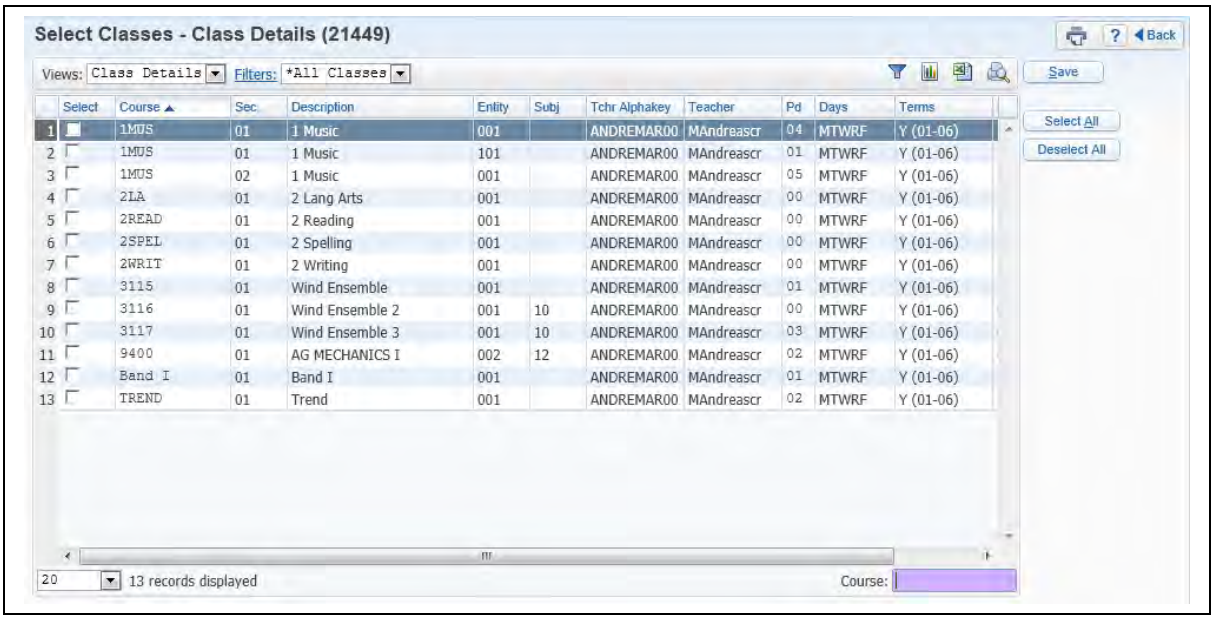
Gifted and Talented Report

The Gifted and Talented Report displays the student's gifted and talented information.



Ranges: Allows you to determine the date range for Gifted and Talented Records.

- **All Classes –** Allows you to select the classes for which Gifted and Talented information will display. To select individual classes, uncheck **All Classes** and click the **Classes** button.



	Select	Course	Sec.	Description	Entity	Subj	Tchr Alphakey	Teacher	Pd	Days	Terms
1	☐	1MUS	01	1 Music	001		ANDREMAR00	MAndreascr	04	MTWRF	Y (01-06)
2	☐	1MUS	01	1 Music	101		ANDREMAR00	MAndreascr	01	MTWRF	Y (01-06)
3	☐	1MUS	02	1 Music	001		ANDREMAR00	MAndreascr	05	MTWRF	Y (01-06)
4	☐	2LA	01	2 Lang Arts	001		ANDREMAR00	MAndreascr	00	MTWRF	Y (01-06)
5	☐	2READ	01	2 Reading	001		ANDREMAR00	MAndreascr	00	MTWRF	Y (01-06)
6	☐	2SPEL	01	2 Spelling	001		ANDREMAR00	MAndreascr	00	MTWRF	Y (01-06)
7	☐	2WRIT	01	2 Writing	001		ANDREMAR00	MAndreascr	00	MTWRF	Y (01-06)
8	☐	3115	01	Wind Ensemble	001		ANDREMAR00	MAndreascr	01	MTWRF	Y (01-06)
9	☐	3116	01	Wind Ensemble 2	001	10	ANDREMAR00	MAndreascr	00	MTWRF	Y (01-06)
10	☐	3117	01	Wind Ensemble 3	001	10	ANDREMAR00	MAndreascr	03	MTWRF	Y (01-06)
11	☐	9400	01	AG MECHANICS I	002	12	ANDREMAR00	MAndreascr	02	MTWRF	Y (01-06)
12	☐	Band I	01	Band I	001		ANDREMAR00	MAndreascr	01	MTWRF	Y (01-06)
13	☐	TREND	01	Trend	001		ANDREMAR00	MAndreascr	02	MTWRF	Y (01-06)

This is a sample of what it will look when you click the **Classes** button. It allows you to select the individual classes. If you do not see any classes listed, you should check the date range of the report.

- **Print Student Namekey -** Every person entered into Skyward has a Name Key. It consists of the first 5 letters of the last name, first 3 letters of the first name and a tie-breaker number. (Example – Mary Smith would be Smithmar000).
- **Print Other ID -** Prints the ID set up by the district.
- **Print Default Entity –** Displays the student's default entity or the entity where the student spends a majority of his/her time.
- **Print GT Start and End Date –** Shows the start and end date of the Gifted and Talented record.
- **Print Ethnicity –** Displays the student's ethnicity.
- **Print Race –** Shows the student's race.
- **Sorting –** This option allows you to sort the report based upon Student Name, Other ID, Ethnicity, Course and Race. You are also able to page break by your selected sort.

Report Cards

Grade Proof Sheet

The Grade Proof Sheet Report lists the grades and comments you posted for your classes. This report is a great report to run before the posting window closes because it shows all grades and comments that will display on the report cards. Only posted grades display on this report.

Term: Select the term for which to display posted grades and comments.

Term Display, Display Only the Selected Term: If this option is not checked, posted grades and comments display for every grading period.

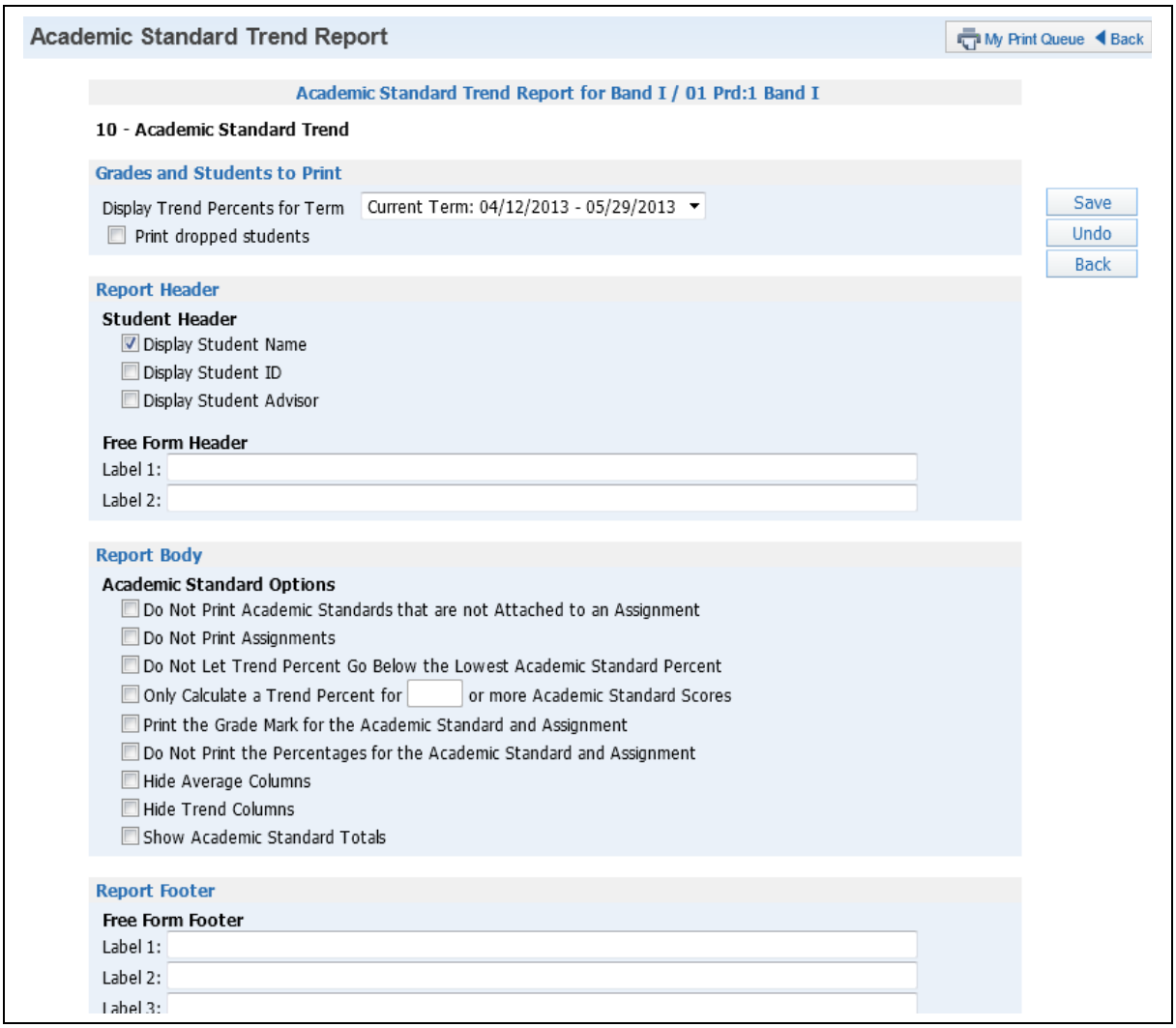
Comment Display: Allows you to select the comments that display on the report.

- **Display Free Form Comment**
- **Display Regular Comments** – These are comments that are entered in by using a comment code.

Trend Grading

Academic Standard/Benchmark Trend Report

This report allows you to view each student's assignment scores in relation to the benchmarks/standards being assessed.



Grades and Students to Print

- **Display Trend Percents for Term –** Select the term for which to display grade information.
- **Print Dropped Students –** Select this option if you want dropped students to display on this report.

Student Header: Select the Student Information that will print.

- **Display Student Name**
- **Display Student ID**
- **Display Student Advisor**

Free Form Header: Provides space to allow entry of additional information on the report as needed.

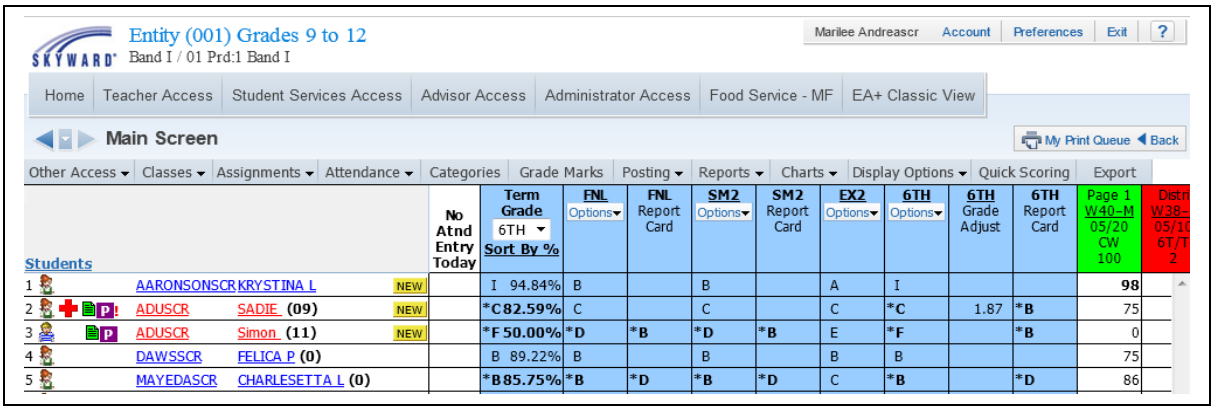
Academic Standards/Benchmark Options

- **Do Not Print Academic Standards that are not Attached to an Assignment –** Academic Standards not currently attached to an assignment do not print.
- **Do Not Print Assignments –** Should assignment print on this report?
- **Do not let Trend Percent Go Below the Lowest Academic Standards Percent –** Trend percent value cannot be lower than the Academic Standards Percent.
- **Only Calculate a Trend Percent for _____ or more Academic Standard Scores –** Allows you to determine how many scores need to be entered in order to calculate a Trend Percent.
- **Print the Grade Mark for the Academic Standard and Assignment**
- **Do Not Print the Percentages for the Academic Standard and Assignment**
- **Hide the Average Column**
- **Hide the Trend Column**
- **Show the Academic Standard Total**

Free Form Footer/Class Comment: Provides space to allow for entry of additional information on the report as needed.

Exporting to Excel

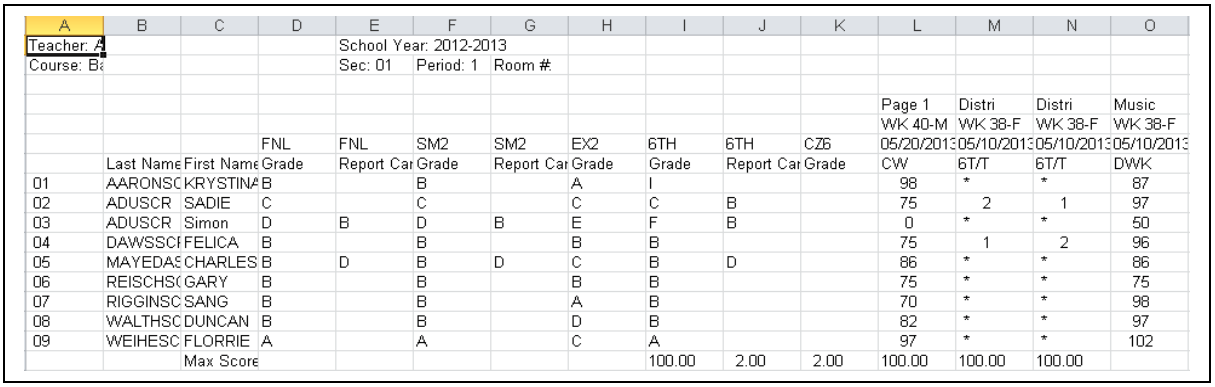
Export to Excel allows you to create an Excel file containing all information displayed on the Gradebook Main screen.



Click the **Export** tab in the Gradebook.

Once **Export** is selected, a box will appear. Click **Open the Export File**.

The export file loads, and you can click **Close**.



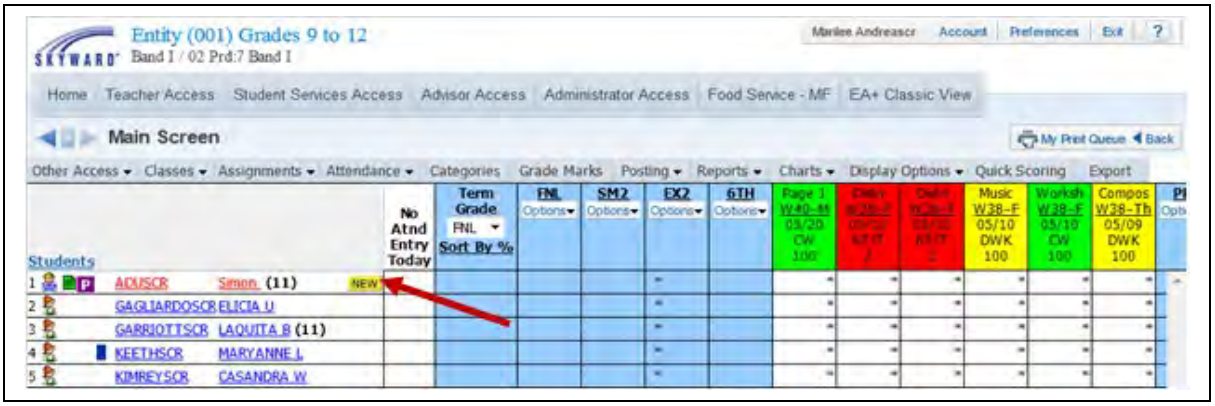
Clicking the Export button exports everything on the screen, even any information that is hidden to the left or right of the Gradebook that you would usually need to scroll to see.

Miscellaneous

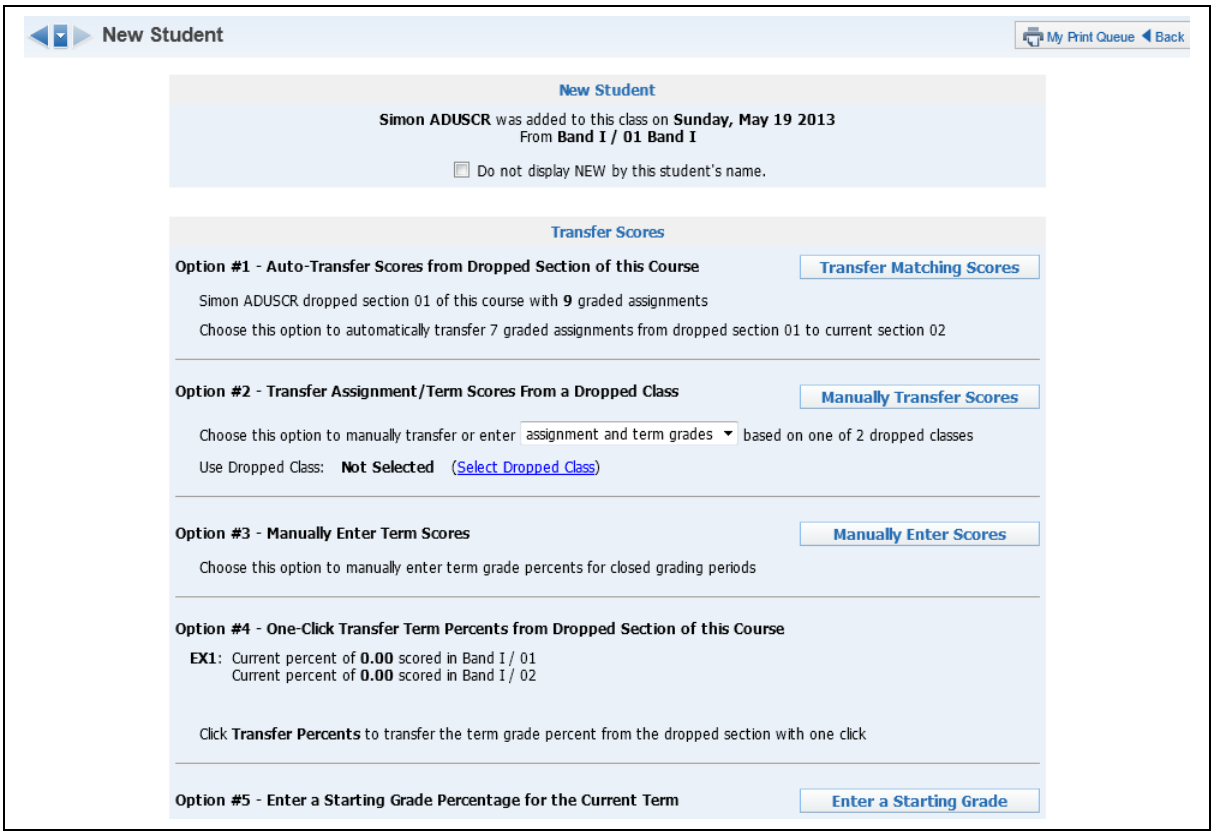
NEW button
Student Indicators
Online Assignments
Online Assignment Analysis Report
Student Results Report

NEW Button

The New button displays when a new student enters your class. This button gives you five different options for entering any assignment scores and grades from the prior class, depending on the scheduling of the student.



Click **New** next to the student's name. Clicking the New button next to the student's name allows you to transfer grades and assignment information.

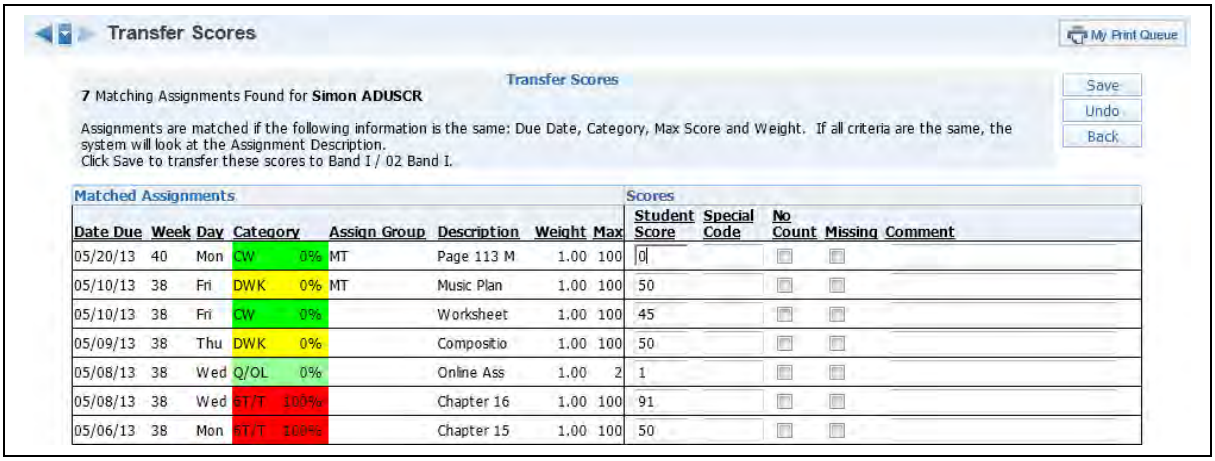


Do not display NEW by this student's name: Check this box if you wish to remove the NEW button by the student's name from the Gradebook main screen.

Each of the five options above will be explained in detail below.

Option #1 - Auto-Transfer Scores from Dropped Section

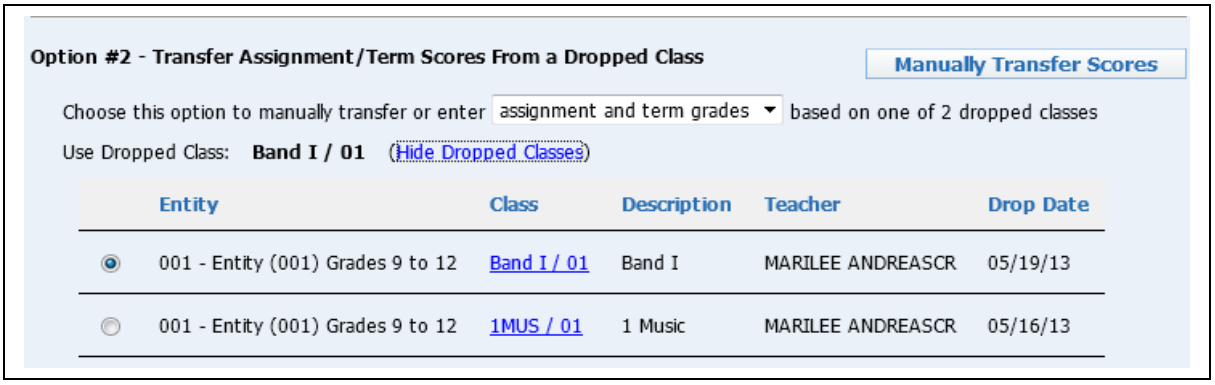
Auto-Transfer Scores from Dropped Section allows you to transfer assignment scores and grades. This option will be available only when the new student is transferred from another section of the same course with the same graded assignments. This option tells you the section that was dropped and how many matching graded assignments there are. To transfer graded assignments from the dropped section to the current section automatically, select the **Transfer Matching Scores** button.



The **Transfer Scores** area shows how many assignments have been found. It tells you how many assignments match on the following criteria: Due Date, Category, Max Score, and Weight. If all the criteria are the same, the system looks at the Assignment Description. You can see the student's score, whether there is a special code, whether the assignment is No count or Missing, and any comments. Click **Save** to transfer these scores to the new section.

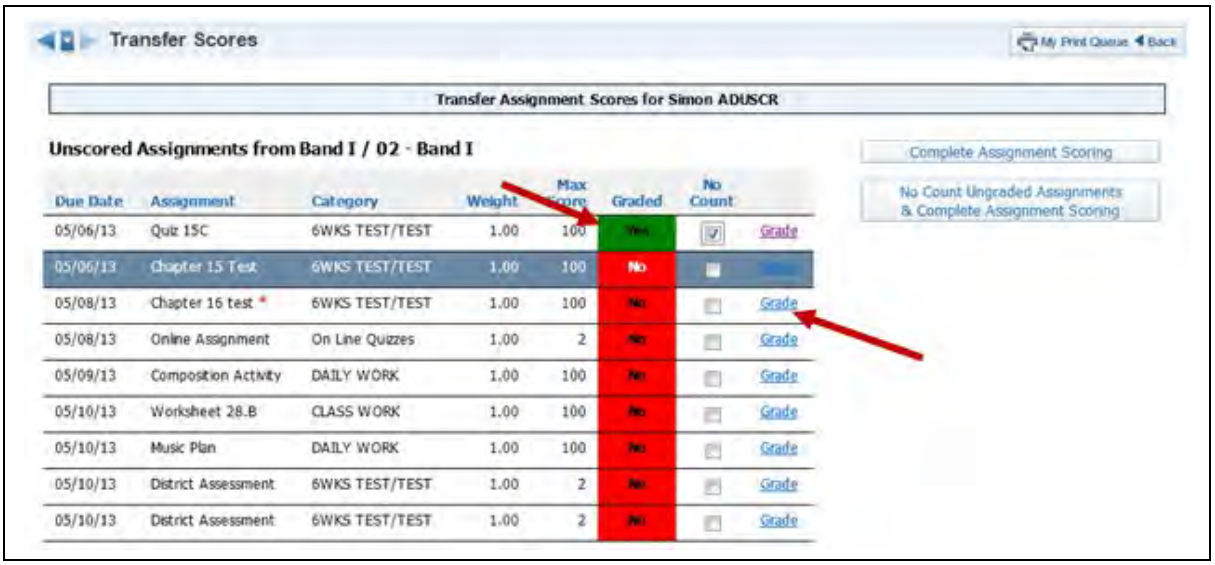
Option #2- Transfer Assignment/Term Scores from another Class

Transfer Assignment/Term Scores from a dropped class allows you to transfer assignments and term grades from a dropped class or transfer term grades only. This option will be available when a student is added into a course and has previously dropped classes (in any entity).



You can use the drop-down menu to transfer scores manually for either **assignment and term grades** or **term grades only**. Next, select a class you want to transfer grades from. When the class is selected, you can click the **Manually Transfer Scores** button.

Transferring Assignment and Term Grades



Each Assignment in the new class is displayed. Click **No Count** or **Grade** to grade each assignment. In the screen shot above, notice that No Count has been selected for the first assignment. To grade an assignment, you would click **Grade**.

Transfer Scores

My Print Queue Back

Transfer Assignment Scores for Simon ADUSCR

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count
05/06/13	Quiz 15C	6WKS TEST/TEST	1.00	100	No	

Score: * / 100 % (Set Grade Mark)

Special Code:

Comment:

No Count Missing

Save Undo Cancel

Scored Assignments from Dropped Class Band I / 01 - Band I

Due Date	Assignment	Category	Weight	Score	Special Code	No Count	Missing	
03/04/13	Variable Scale	6WKS TEST/TEST	1.00	96 / 100		No	No	Transfer
03/04/13	2	HOMEWORK	1.00	75 / 100		No	No	Transfer
05/06/13	Quiz 15C	6WKS TEST/TEST	1.00	* / 100		No	No	Transfer
05/06/13	Chapter 15 Test	6WKS TEST/TEST	1.00	50 / 100		No	No	Transfer

This screen opens. You can enter an assignment grade manually. Assignments from the dropped class are also displayed under the Scored Assignments from Dropped Class heading. Select **Transfer** next to an assignment to copy it from the dropped class into the new assignment.

Transfer Scores

My Print Queue Back

Transfer Assignment Scores for Simon ADUSCR

Unscored Assignments from Band I / 02 - Band I

Complete Assignment Scoring

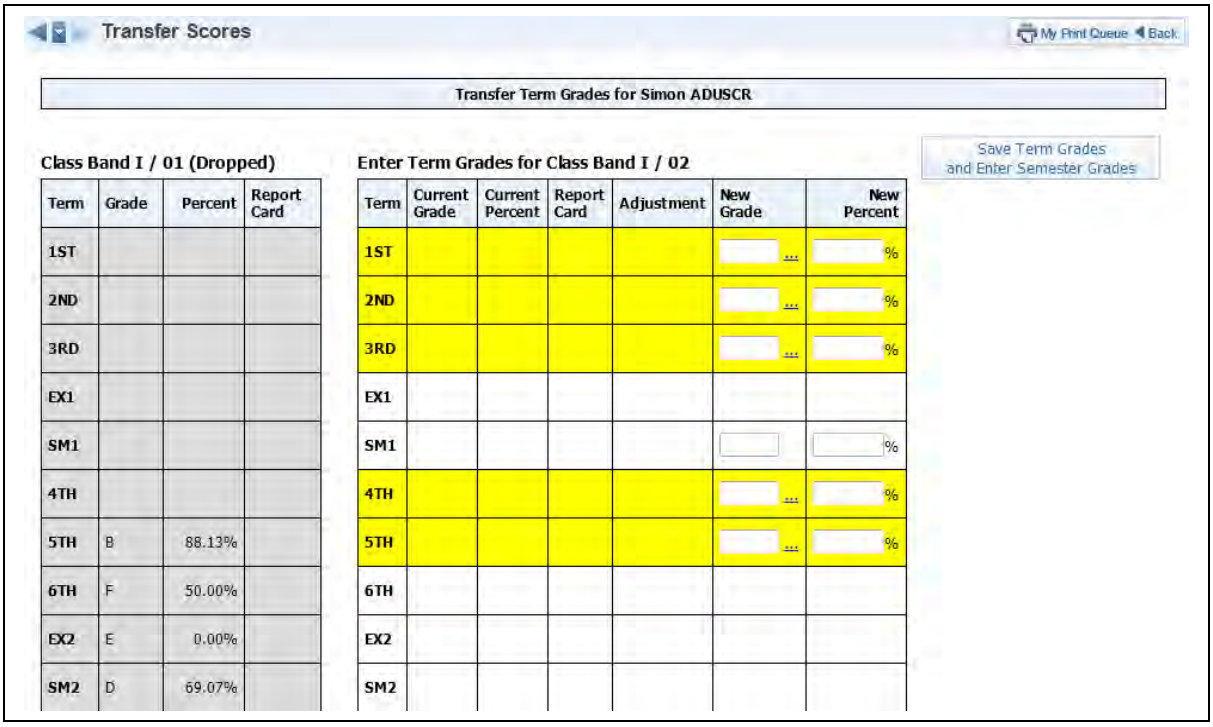
No Count Ungraded Assignments & Complete Assignment Scoring

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count	
05/06/13	Quiz 15C	6WKS TEST/TEST	1.00	100	Yes	☑	Grade
05/06/13	Chapter 15 Test	6WKS TEST/TEST	1.00	100	No		Grade
05/08/13	Chapter 16 test *	6WKS TEST/TEST	1.00	100	No		Grade
05/08/13	Online Assignment	On Line Quizzes	1.00	2	No		Grade
05/09/13	Composition Activity	DAILY WORK	1.00	100	No		Grade
05/10/13	Worksheet 28.B	CLASS WORK	1.00	100	No		Grade
05/10/13	Music Plan	DAILY WORK	1.00	100	No		Grade

When finished grading the new assignments, select the **Complete Assignment Scoring** button or **No Count Ungraded Assignments & Complete Assignment Scoring**. No Count Ungraded Assignments & Complete Assignment Scoring will mark all ungraded assignment as No Count.

After completing the assignment scoring, the Transfer Term Grades screen displays.

Transferring Term Grades



Term	Grade	Percent	Report Card
1ST			
2ND			
3RD			
EX1			
SM1			
4TH			
5TH	B	88.13%	
6TH	F	50.00%	
EX2	E	0.00%	
SM2	D	69.07%	

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST					...	%
2ND					...	%
3RD					...	%
EX1						
SM1						%
4TH					...	%
5TH					...	%
6TH						
EX2						
SM2						

Transferring Term Grades allows you to enter a new grade for the Term in the New Grade column. When finished entering the grades, click the **Save Term Grades & Enter Semester Grades** button.

Transfer Scores

My Print Queue | Back

Transfer Semester Grades for Simon ADUSCR

Save Semester Grades and Finish

Class Band I / 01 (Dropped)

Term	Grade	Percent	Report Card
1ST			
2ND			
3RD			
EX1			
SM1			
4TH			
5TH	B	88.13%	
6TH	F	50.00%	
EX2	E	0.00%	
SM2	D	69.07%	
FNL	D	69.07%	

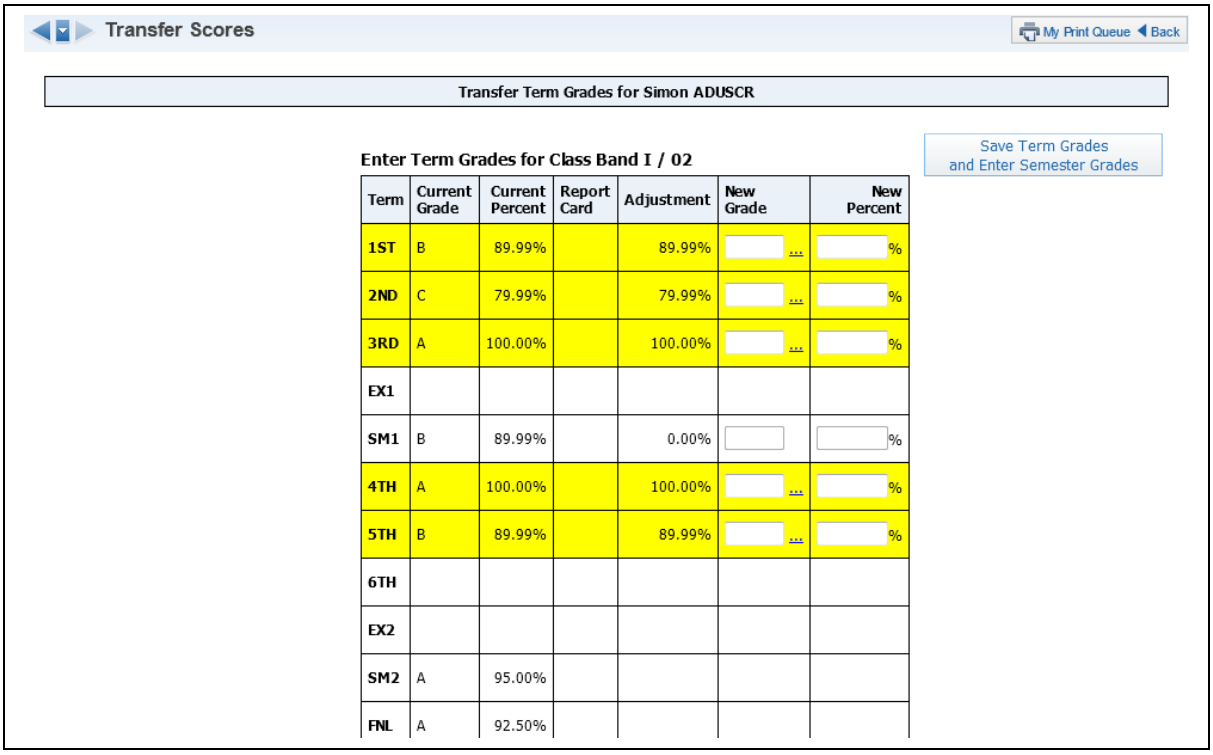
Enter Semester Grades for Class Band I / 02

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST	B	89.99%		89.99%	B	89.99%
2ND	C	79.99%		79.99%	C	79.99%
3RD	A	100.00%		100.00%	A	100.00%
EX1						
SM1	B	89.99%			...	%
4TH	A	100.00%		100.00%	A	100.00%
5TH	B	89.99%		89.99%	B	89.99%
6TH						
EX2						
SM2	A	95.00%				
FNL	A	92.50%				

This screen allows you to enter new grades for the semester buckets in the New Grade column. After you have finished entering the semester grades, click the **Save Semester Grade & Finish** button.

Option #3- Manually Enter Term Scores

Manually Enter Term Scores allows you to enter term grades for previously-closed grading periods. This option will be available when a new student has been added to the course and does not have any dropped classes to be used for score transfer.



Enter Term Grades for Class Band I / 02

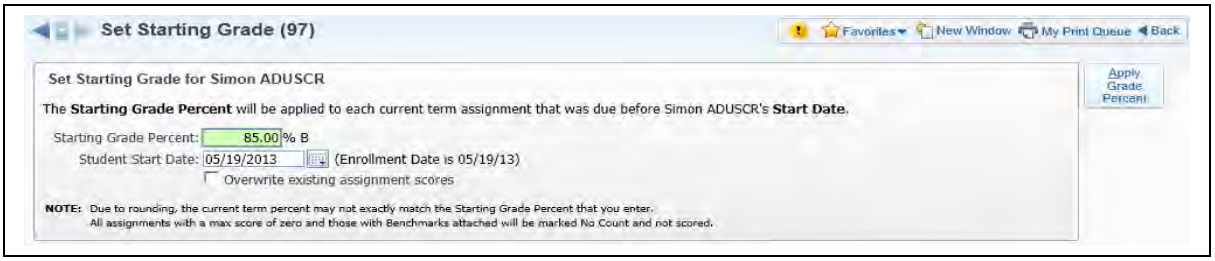
Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST	B	89.99%		89.99%	...	%
2ND	C	79.99%		79.99%	...	%
3RD	A	100.00%		100.00%	...	%
EX1						
SM1	B	89.99%		0.00%		%
4TH	A	100.00%		100.00%	...	%
5TH	B	89.99%		89.99%	...	%
6TH						
EX2						
SM2	A	95.00%				
FNL	A	92.50%				

Enter each term grade and tab to the next field to populate the percent. When all of the term grades have been entered, click the **Save Term Grades and Enter Semester Grades** button. Continue to enter Semester Grades and Finish.

Option #4 One-Click Transfer Term Percents from Dropped Section of this course.

This option allows you to transfer the term percents from the dropped class to the current one. This option will be available only if the student has transferred from another section of the same course. The transferred percent will show as a Term Grade Adjustment in the Gradebook.

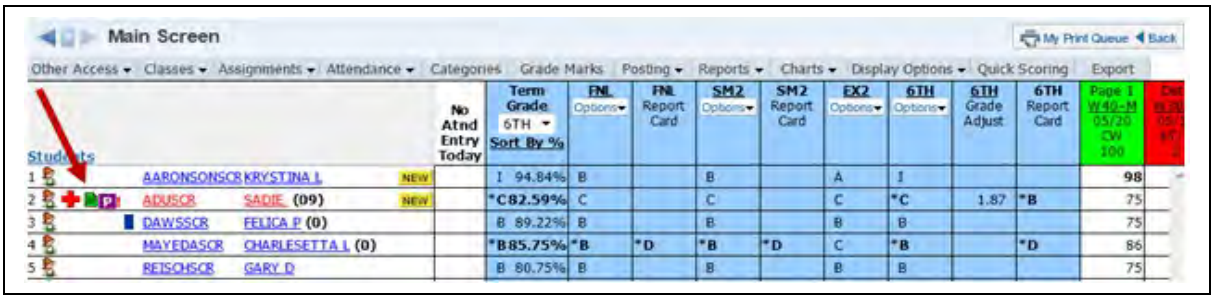
Option #5 –Enter a Starting Grade Percentage for the Current Term
Option #5 allows you to enter a **Starting Grade Percent** to be applied to each Current Term assignment that was due before the student's Start Date. To use this option, click the **Enter a Starting Grade** button.



After the screen opens, you can apply the Starting Grade Percent and Student Start Date. You can use the option to **Overwrite existing assignment scores** if scores have been entered on any assignments with due dates before the Student Start Date. When you are done entering information, select the **Apply Grade Percent** button to apply the grades.

Student Indicators

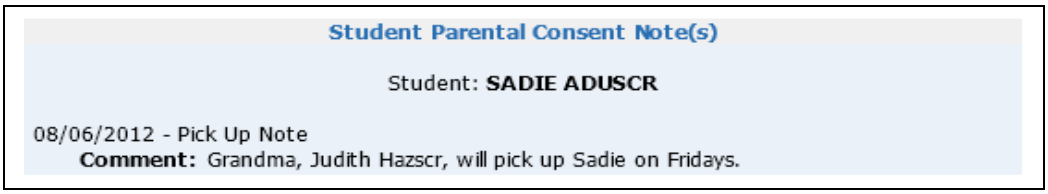
Student Indicators allow you to view specific information about a student, such as health-related issues or special education information.



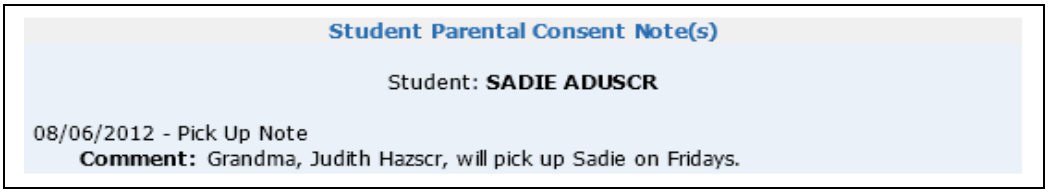
The Student Indicators display on the Gradebook Main screen. You can click the indicator to view addition information. The availability of the indicator will depend upon Gradebook setup by the district and security access.

! and/or **(Red Name):** Student has critical alert information.

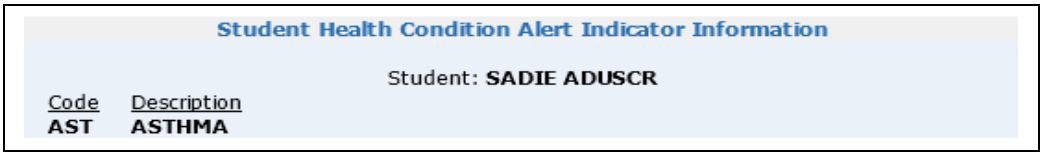
Green Note Icon: Student has a Parental Consent note.



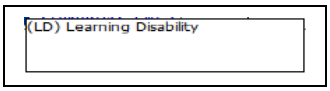
Purple Box: Student has a Parental Consent note. The color of the box and character in the box will change depending upon the indicator set up by the entity.



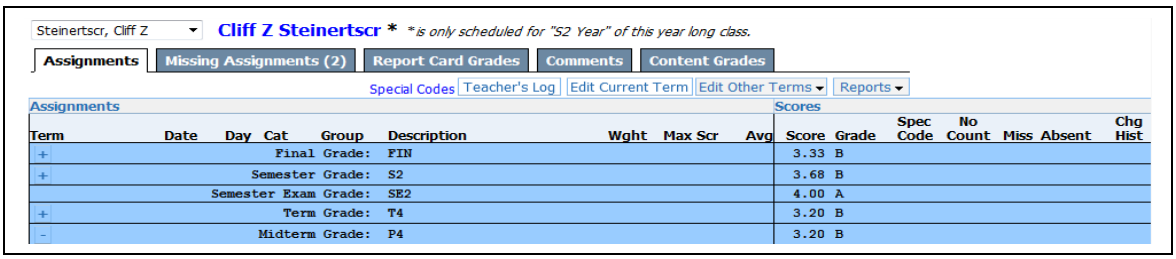
Red Cross: Student has a health condition.



Blue Alert Box: Student has a current IEP record.

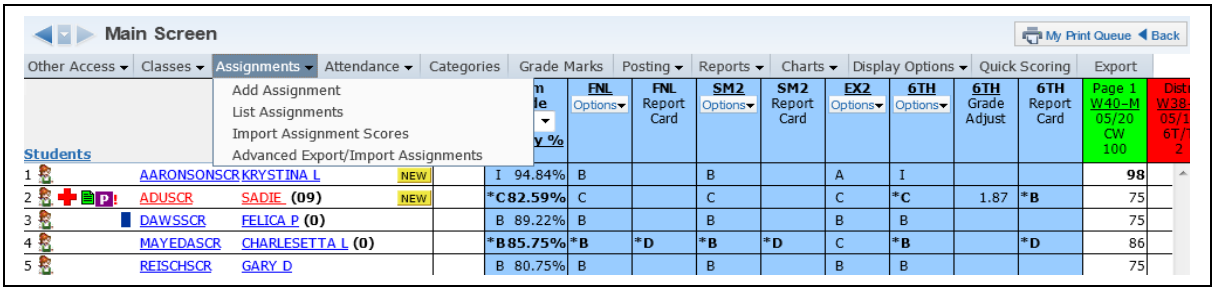


***after student' name:** Student is enrolled for only a portion of the class. If you click on the student's name on the Gradebook Main Screen, you can see in which portion of the class the student is enrolled.



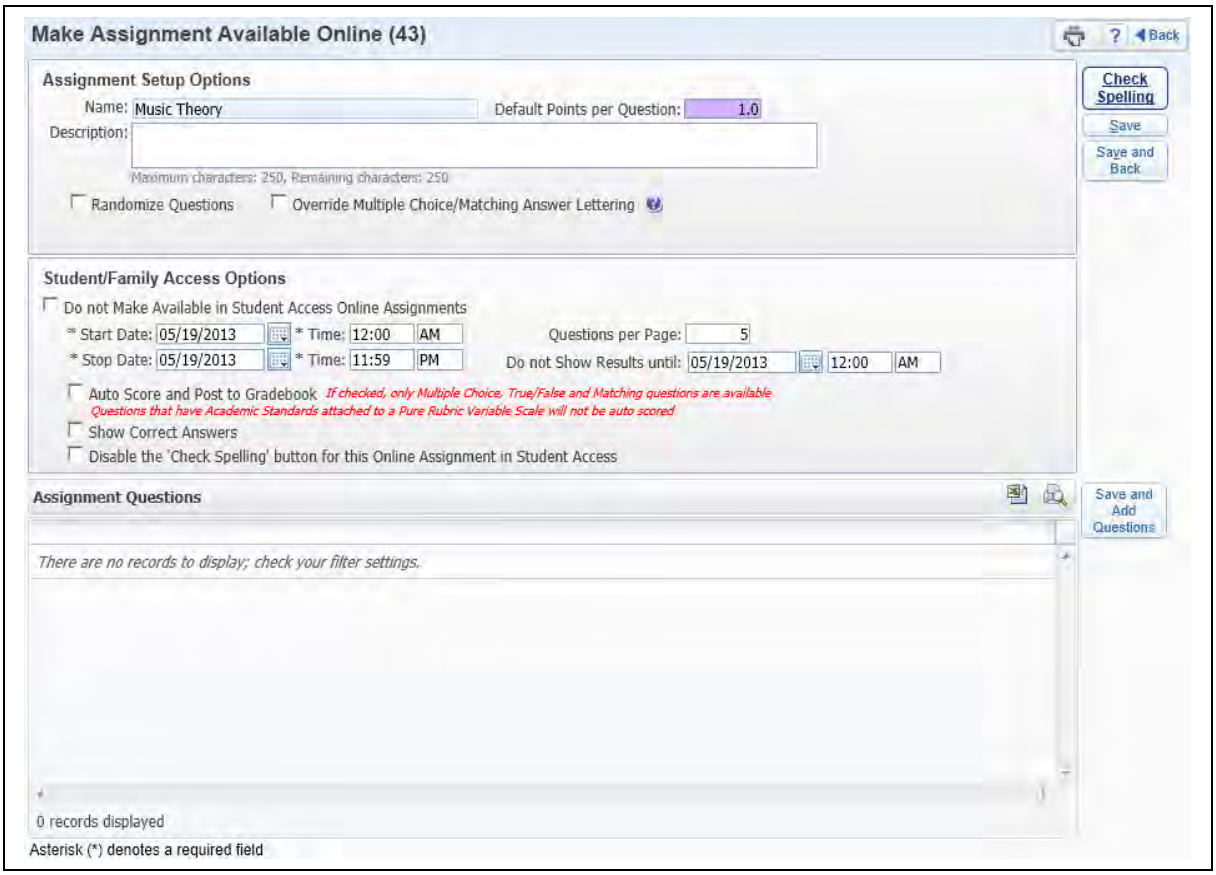
Online Assignments

The Online Assignments feature allows you to create an assignment or assessment for students to complete through Student Access.



Go the Gradebook Main screen. Under the **Assignments** tab, click **Add Assignment**.

Select **Create Online Assignment** from the Options drop-down menu.



****Name**: This field pulls from the description entered for the assignment.

Description: Allows you to enter more information about the assignment.
The description will display in Student Access. The description could be used to give directions regarding the assignment/assessment.

Default Points per Question: Allows you to enter the point value used for each question. You will have the capability to modify the point value when creating the question.

Randomize Questions: This option allows the questions to display in a random order when completed in Student Access.

Override Multiple Choice/Matching Answer Lettering: This option allows you to select different letters to be used for multiple choice questions. If this option is selected, you click **Select Letters** to determine the letters to be used. You can only select 10 letters.

Use Alternate Lettering for Even-Numbered Questions: This option is available only when you select Override Multiple Choice/Matching Answer Lettering. It will allow you to select a different set of letters for even-numbered questions. If you select this option, you can select the letters to be used by clicking **Select Letters**.

Do not Make Available in Student Access Online Assignments: This option allows you to determine when the assignment displays in Student Access. Uncheck this option to let the assignment display in Student Access immediately.

****Start/Stop Date and Time:** This option will be available only when Do not Make Available in Student Access Online Assignments is not selected. It allows you to determine the date range when the online assignment can be accessed in Student Access.

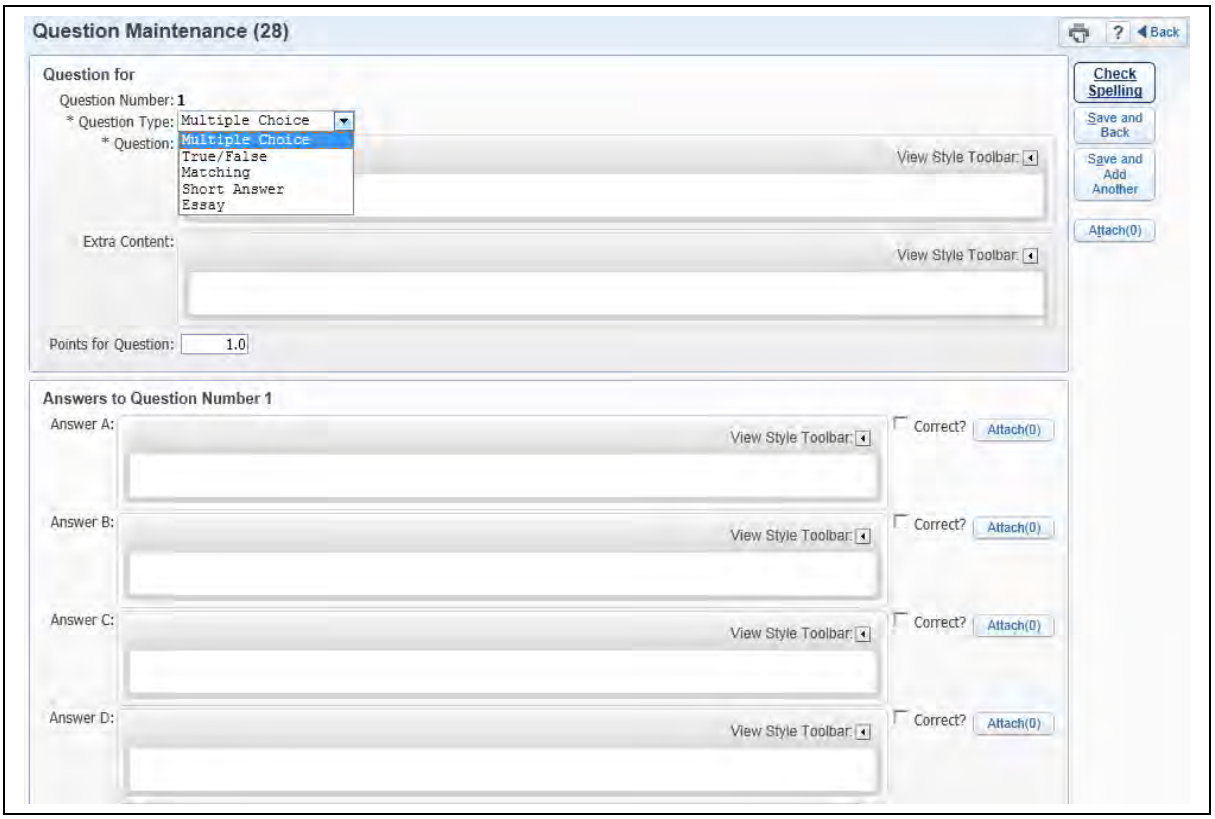
Questions per Page: Allows you to determine the number of questions that display on a page.

Do Not Show Results Until: Allows you to determine when the results of the online assignment will display.

Auto Score and Post to Gradebook: If this option is selected, the online assignment will be scored automatically, and the score will be entered in the Gradebook. When this option is selected, you can use only the types of Multiple Choice, True/False and Matching.

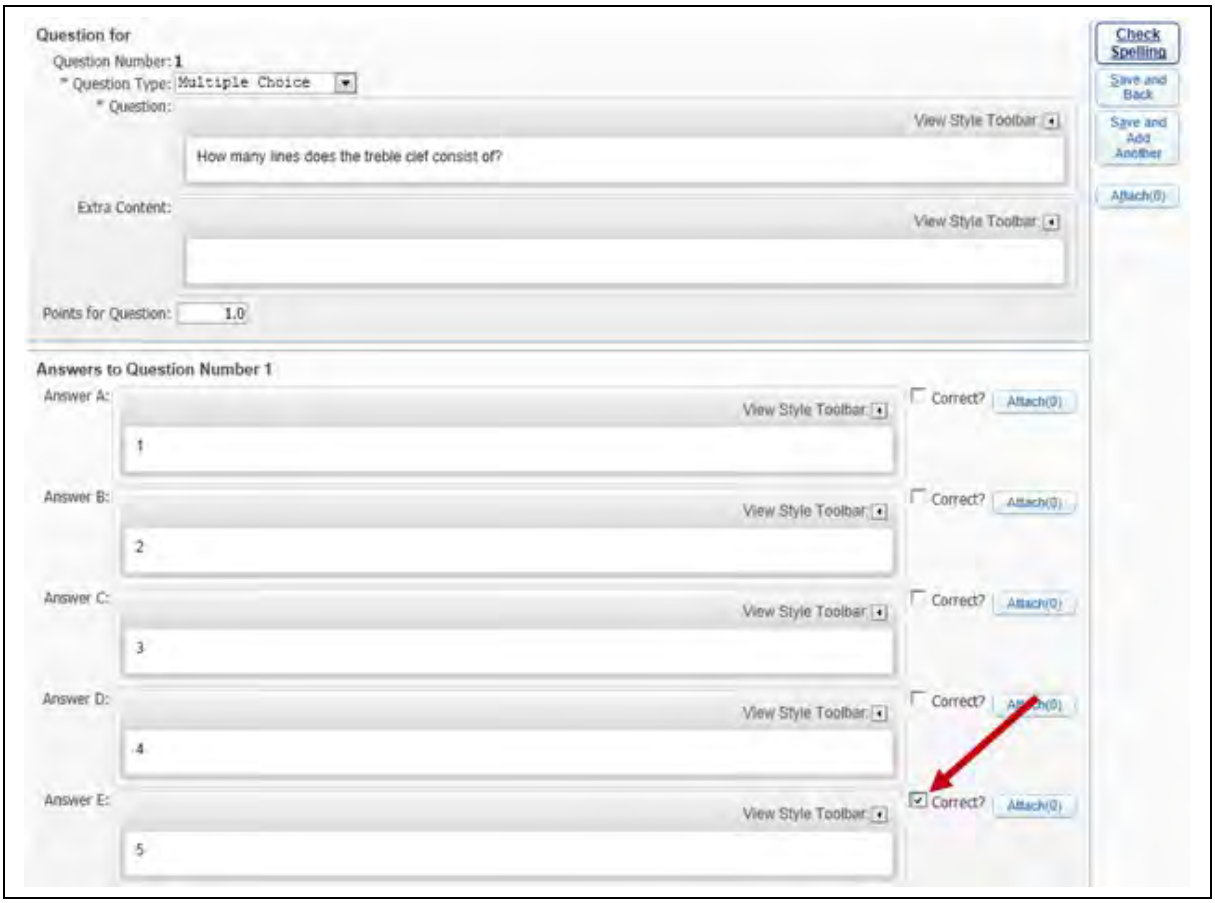
Show Correct Answers: Allows the correct answers to display in Student Access for the online assignment.

After completing the options for the Online Assignment, click **Save and Add Questions.**



Select the question type you want. If you chose the Auto-Score option, the Short Answer and Essay options will not be available.

Sample of Multiple Choice

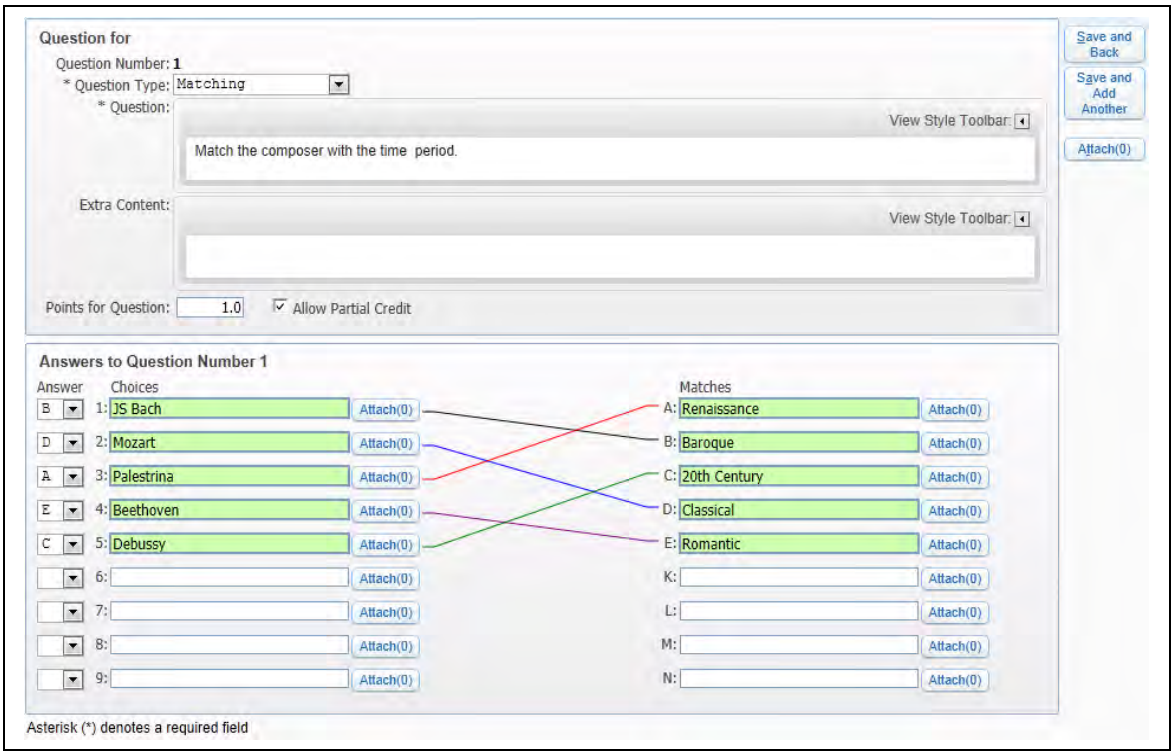


After you choose question type, you can enter the question to be asked. Then, in the area beneath, you can enter the possible answers for Multiple Choice. Check the box to indicate which possible answer is correct. You may have the option to use attachments for questions and answers depending upon the Gradebook setup established by the district.

Sample of True/False

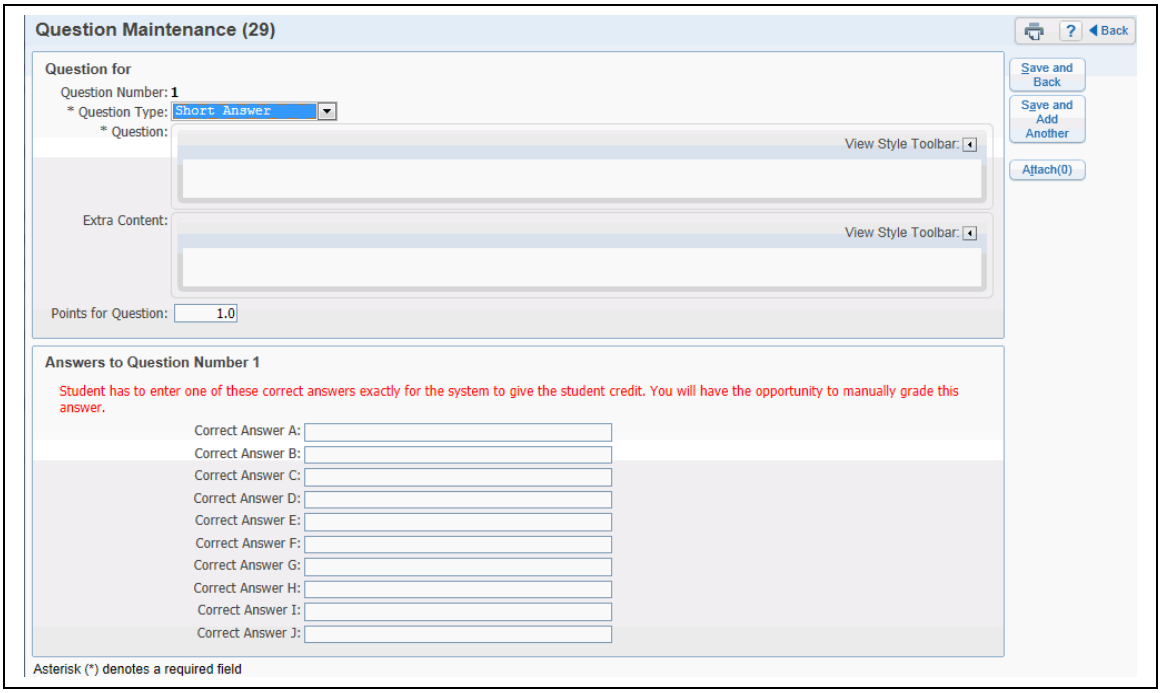
Enter the true/false question and specify whether it is true or false.

Sample of Matching



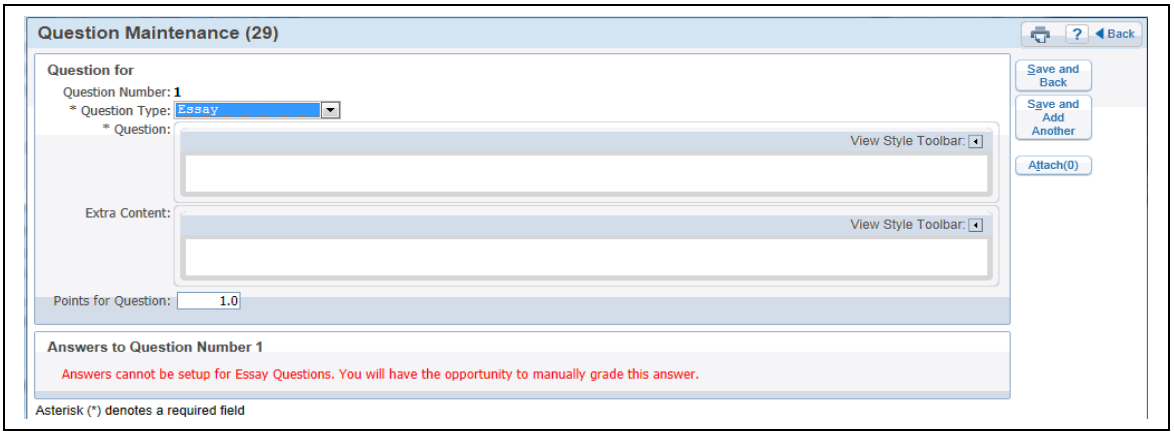
For Matching questions, enter the Question content. Enter the lists of Choices and Matches. In the answer column, specify the Match value for each Choice.

Sample of Short Answer



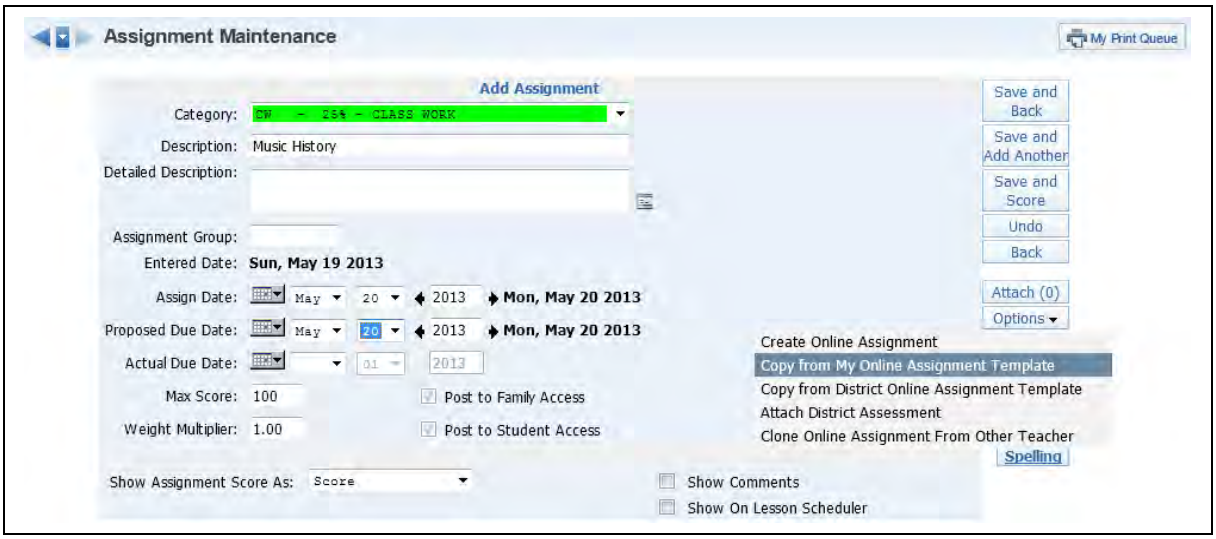
If you choose the Short Answer question type, enter the question and provide one or more correct answers. You will have the capability to grade the answers manually.

Sample of Essay

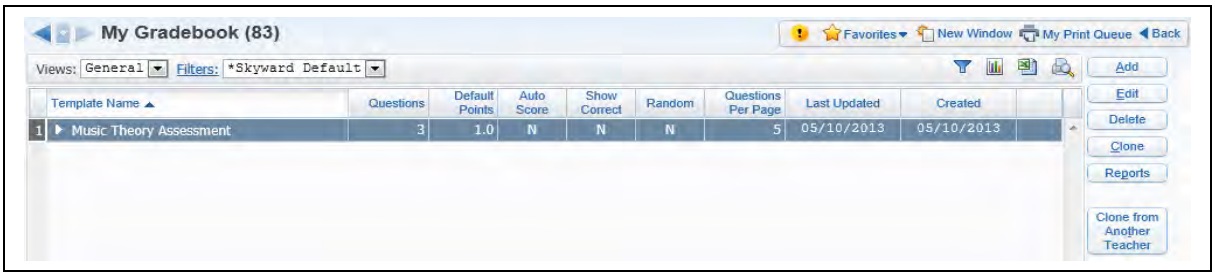


If you choose the Essay type question, enter the question. These answers must be graded manually.

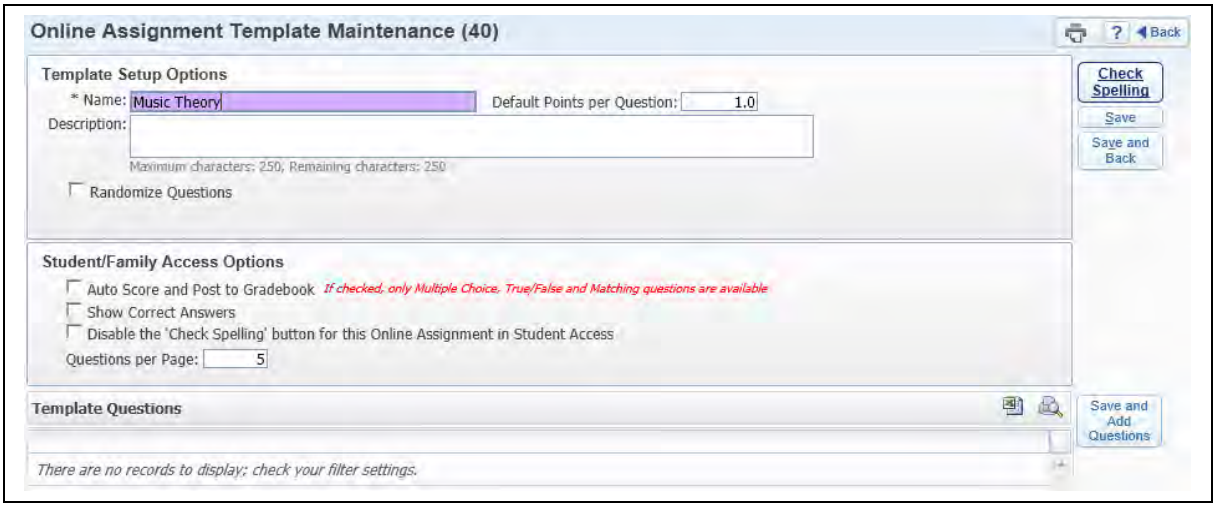
Copy from my Online Assignment Template



Copy from my Online Assignment Template allows you to select an existing template you created for online assignments. Online Assignment Templates are created using the **Other Access** tab and selecting **Online Assignment Templates.** The benefit of using Online Assignment Templates is that templates remain available in subsequent school years. Also, you can clone a template and make modification to the questions.



Click **Add** to create a new Online Assignment Template.



****Name**: This field pulls from the description entered on the assignment.

Description: Allows you to enter more information about the assignment. The description will display in Student Access. The description could be used to give directions regarding the assignment/assessment.

Default Points per Question: Allows you to enter the point value to be used for each question. You will have the capability to modify the point value when creating the question.

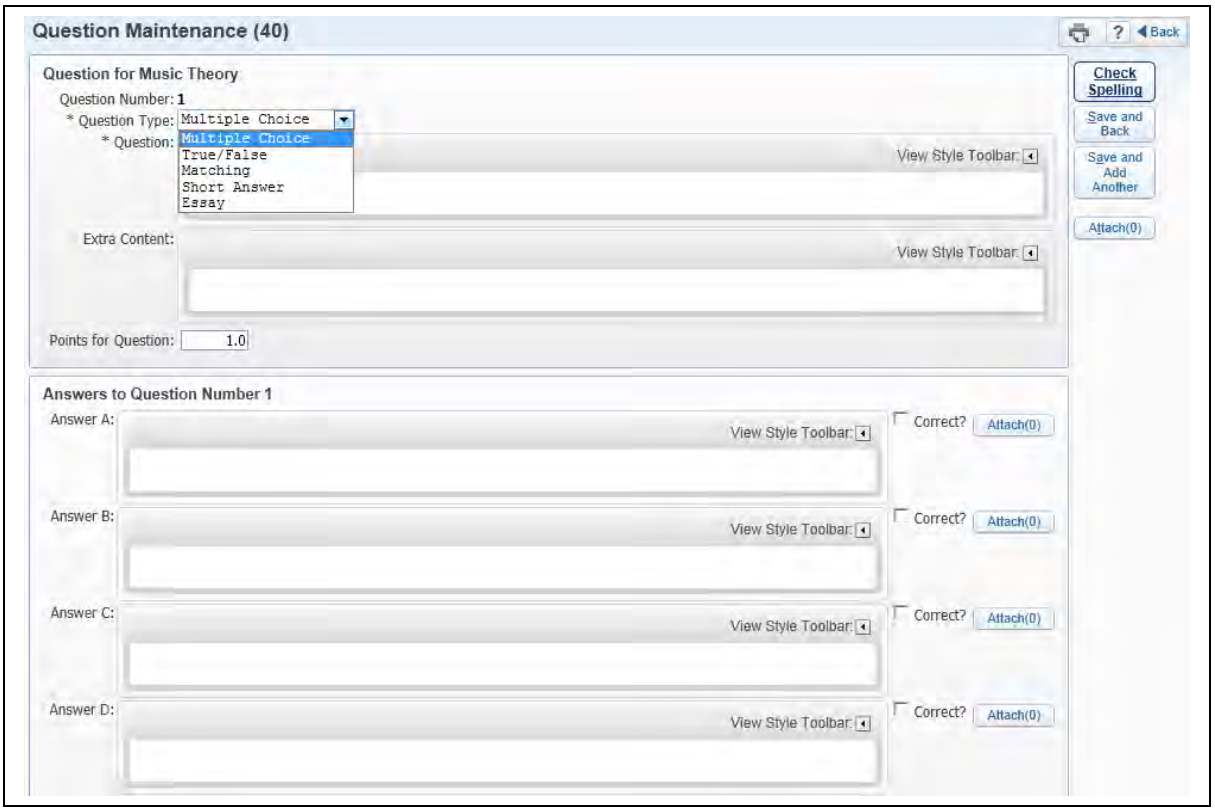
Randomize Questions: This option allows the questions to display in a random order when completed in Student Access.

Auto Score and Post to Gradebook: If this option is selected, the online assignment will be scored automatically and the score entered in the Gradebook. When this option is selected, you can use only the types of Multiple Choice, True/False and Matching.

Show Correct Answers: Allows for the correct answers to display in Student Access for the online assignment.

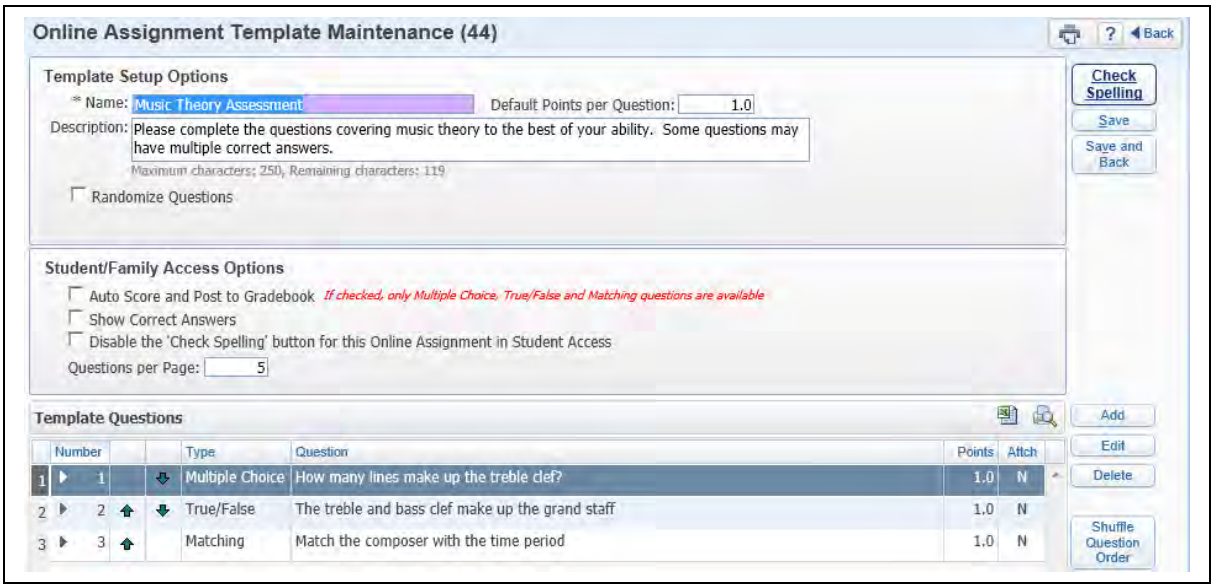
Questions per Page: Allows you to determine the number of questions that display on a page.

After selecting the options for the Online Assignment, click **Save and Add Questions.**



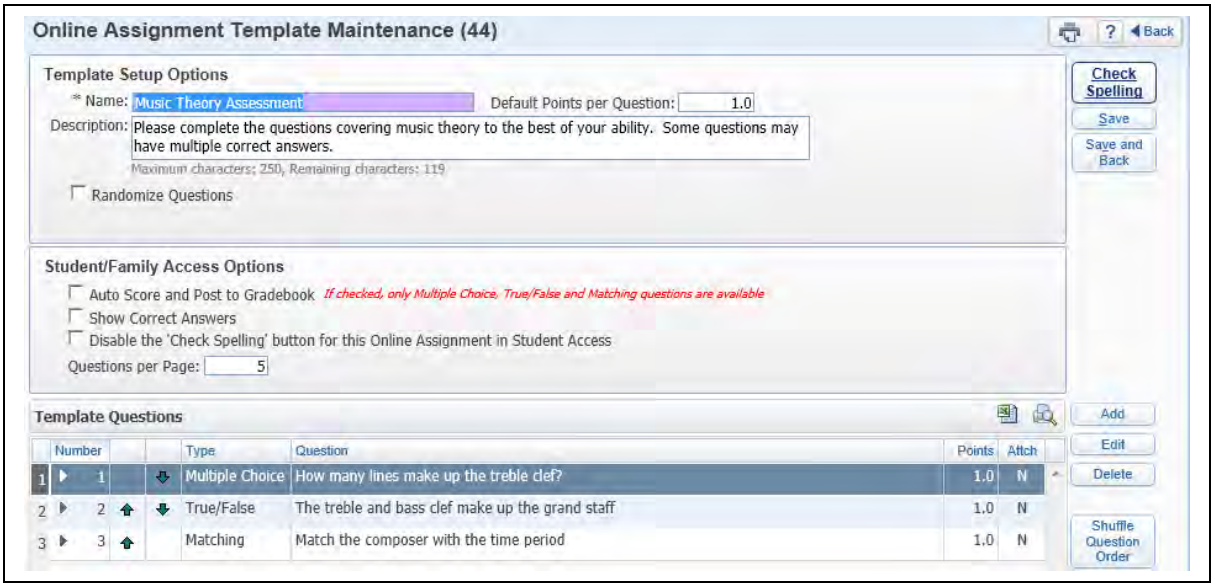
You can then create your questions and answers after specifying the Question Types. After you have completed entering your questions, click **Save and Back**.

Additional Functionality



Edit: Allows you to make modifications to an existing Online Assignment Template.

Delete: Removes an Online Assignment Template.



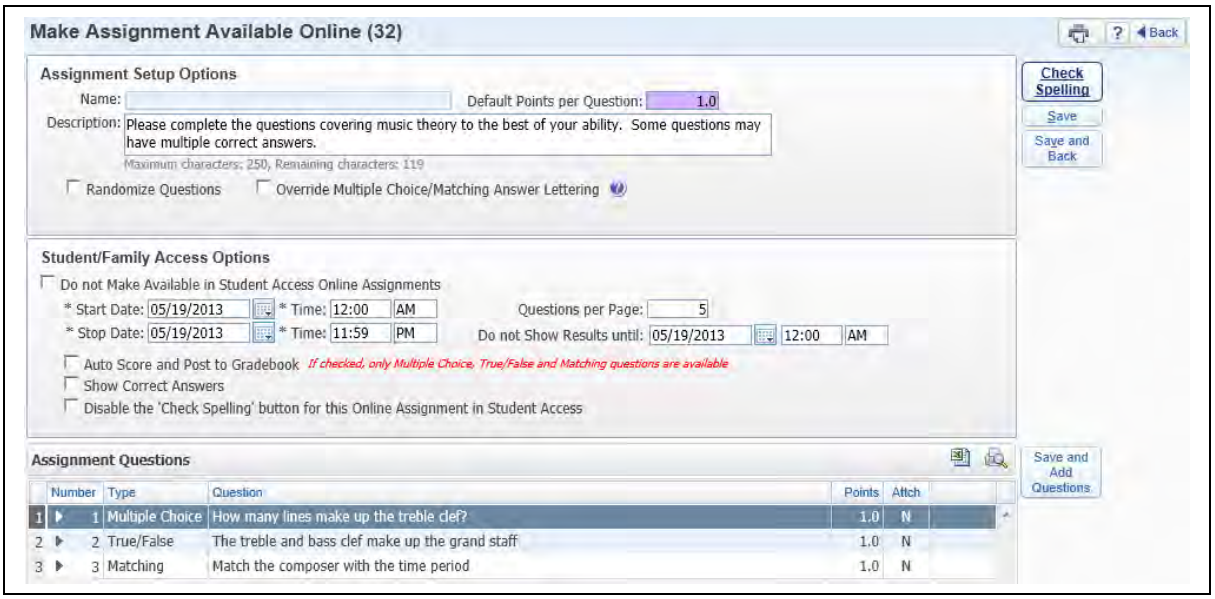
Clone: Allows you to make a copy of an existing Online Assignment Template. You can then make modifications to the template. All fields can be modified when cloning a template. You will need to modify the name of the template in order to save the new template.

Reports: Allows you to generate a report of online assignment information. You can find additional information regarding these reports later in this section of the guide.

Clone from Another Teacher: Allows you to copy an Online Assignment Template from another teacher. The availability of this option will depend upon the Gradebook setup for the district.

After the template has been created, you can create an assignment and select to **Copy from My Online Assignment Template**.

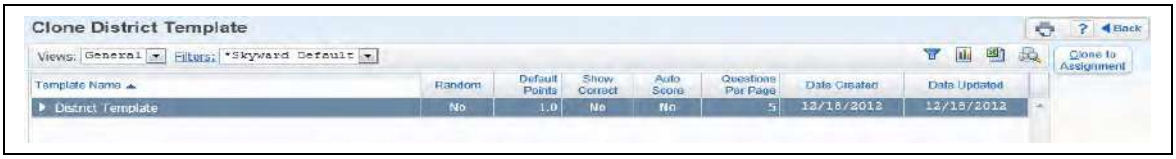
Highlight the Assignment Template and click on **Clone to Assignment**.



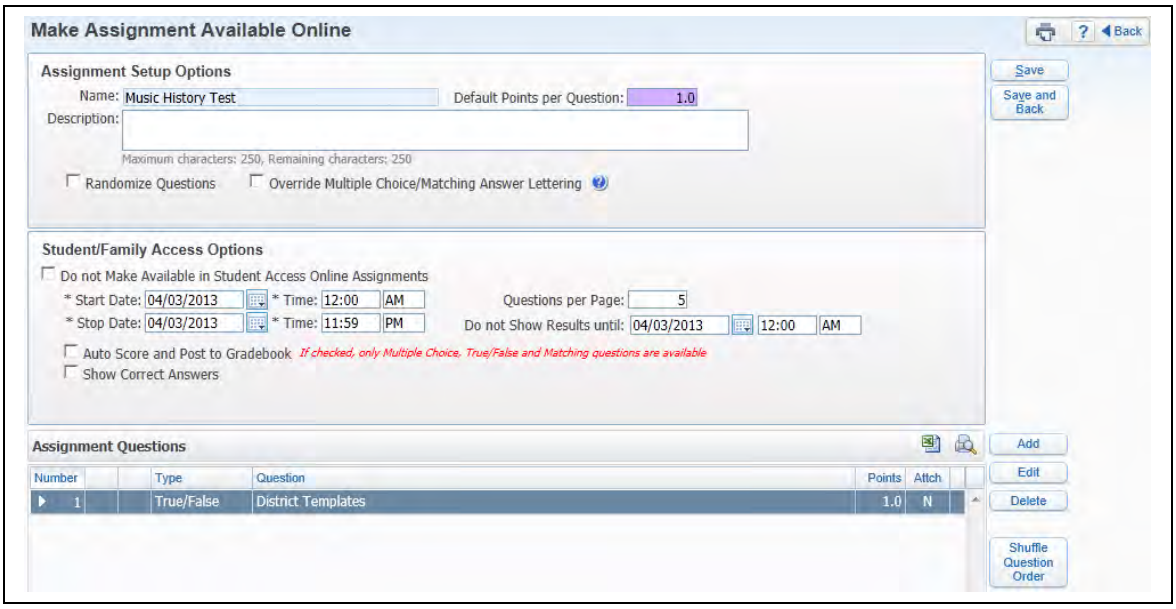
You can verify the Assignment Setup Options and the Student/Family Access Options for the online assignment. Additional questions for the online assignment can also be added. If you add a question on this screen, it will not be added to your original online assignment template. After verifying the setup of the online assignment, you select **Save and Back**. **Save and Back** returns you to the **Add Assignment** screen.

Copy from District Online Assignment Template

Copy from District Online Assignment Template allows you to use a district-defined assignment template when setting up the online assignment in the Gradebook.

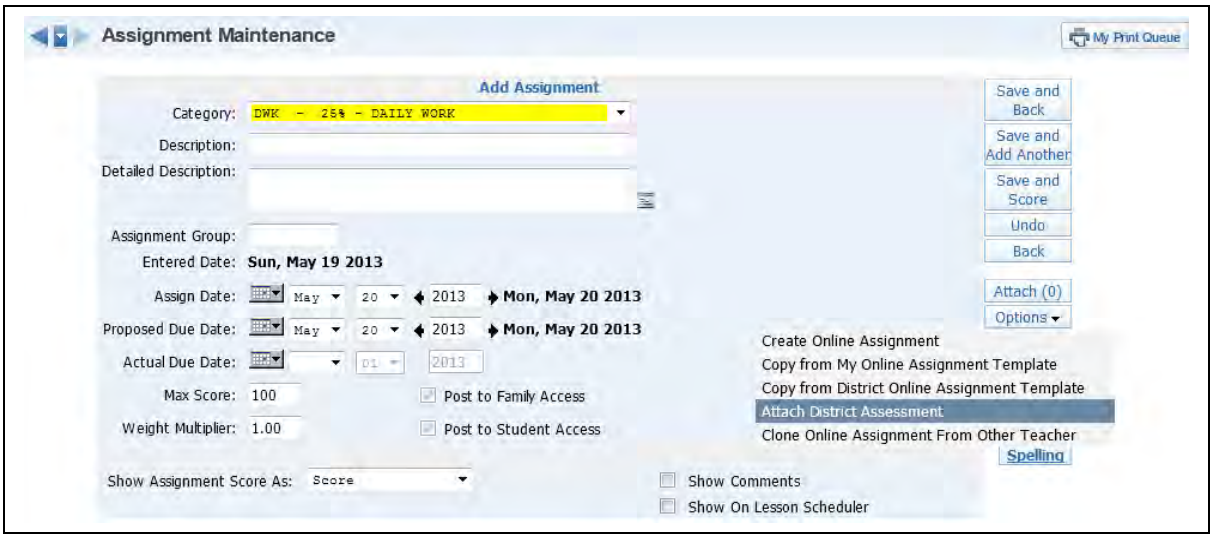


These templates are set up administratively, and any district template created will display in your list. Highlight the template you want to use, and click **Clone to Assignment**.

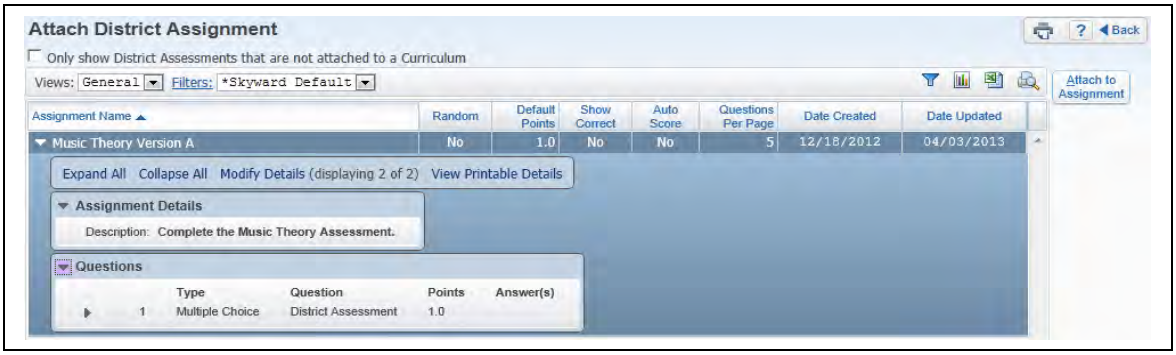


You can verify the Assignment Setup Options and the Student/Family Access Options for the online assignment. Additional questions for the online assignment can also be added. You have the capability to remove questions from the template. If you add a question on this screen, it will not be added to your original online assignment template. After verifying the setup of the online assignment, select **Save and Back**. **Save and Back** returns you to the **Add Assignment** screen.

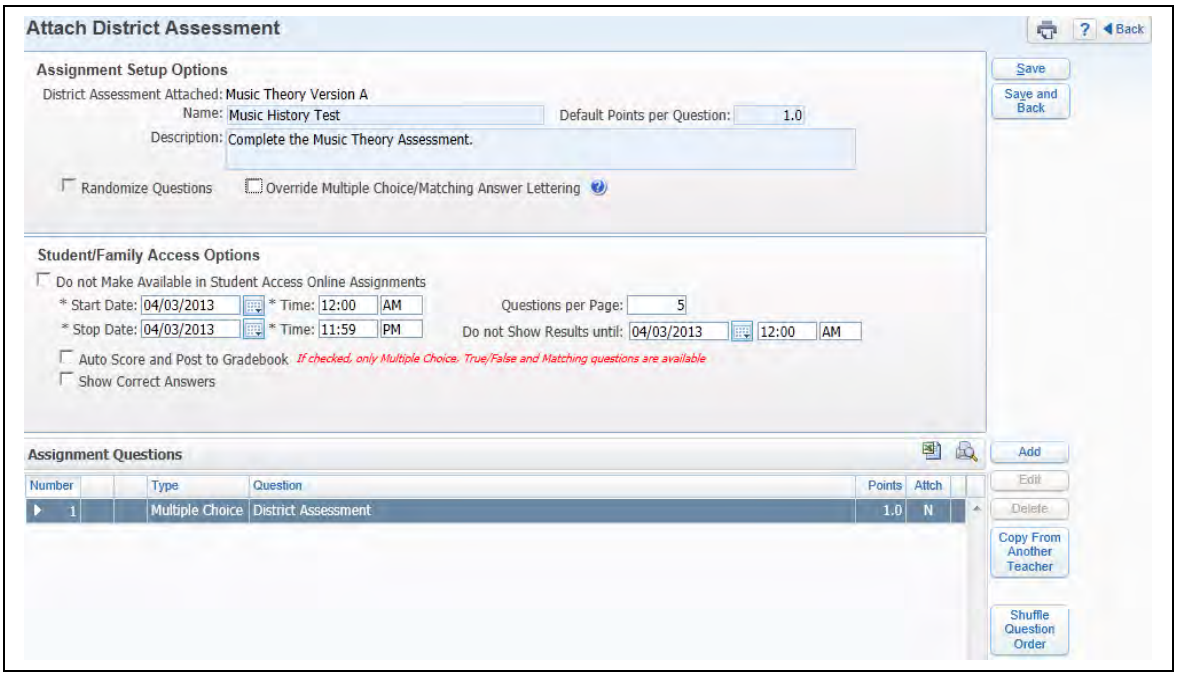
Attach District Assessment



Attach District Assessment allows you to use a district-created assessment for an online assignment.

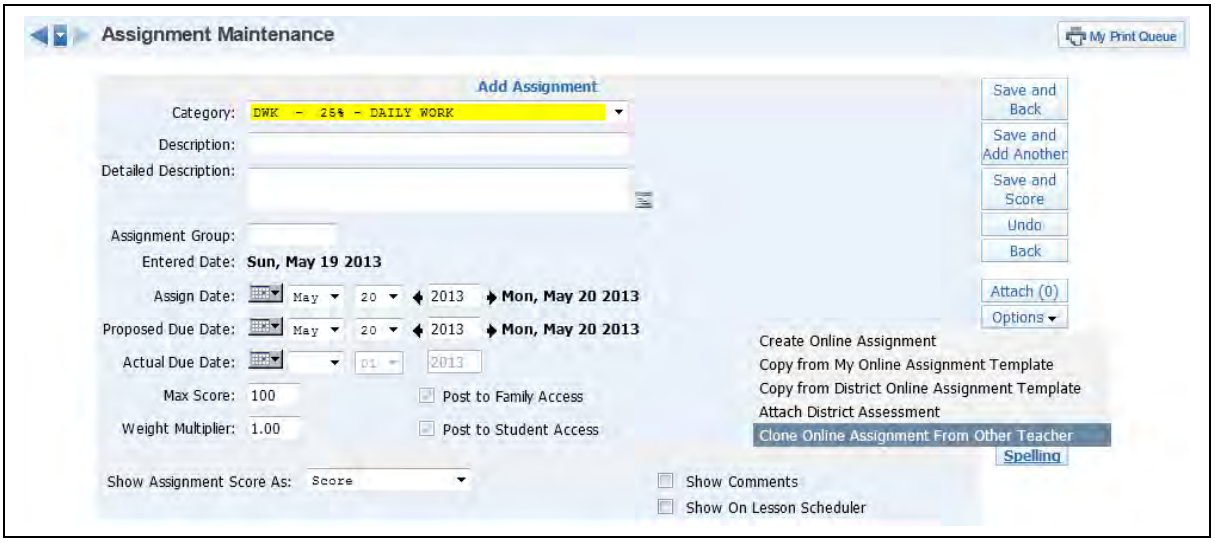


The District Assessments you see displayed are the assessments attached to the class at the administrative level. Highlight the assessment you want to use, and select **Attach to Assignment**.



You can verify the Assignment Setup Options and the Student/Family Access Options for the online assignment. Additional questions for the online assignment can also be added. You do not have the capability to remove questions the district created. You will be able to delete questions that you created. **Copy From Another Teacher** allows you to clone questions another teacher created for this district assessment. After verifying the setup of the online assignment, select **Save and Back**. **Save and Back** will return you to the **Add Assignment** screen.

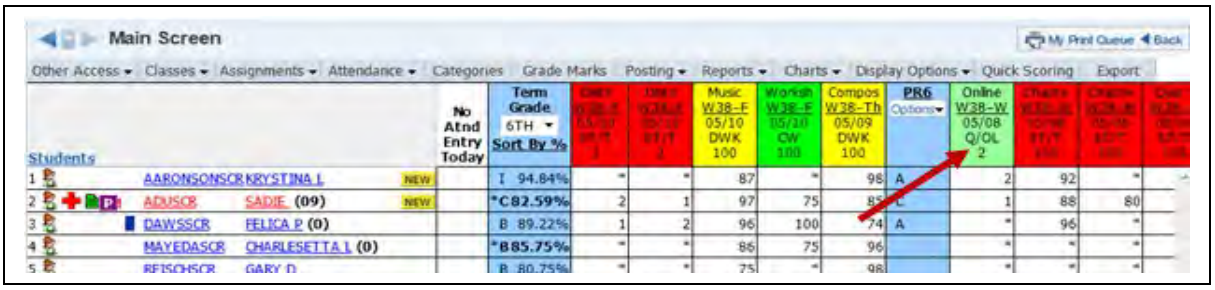
Clone Online Assignment from Other Teacher



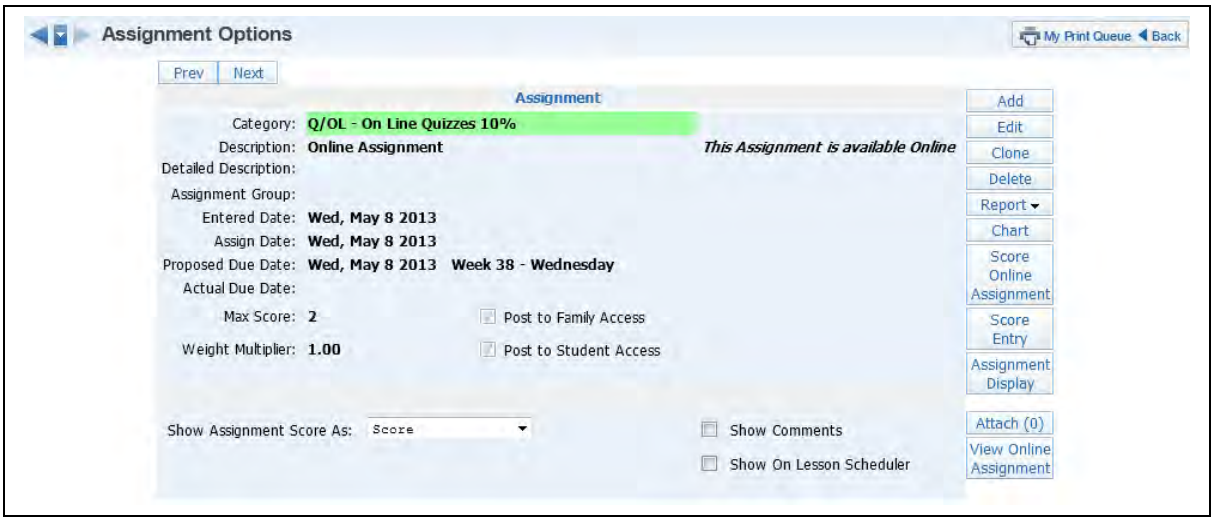
Clone Online Assignment from Other Teacher allows you to copy another teacher's online assignment. Clone Online Assignment From Other Teacher will be available depending upon the district's Gradebook setup.

The online assignments that display are online assignments created when staff used the **Create Online Assignment** option when adding an assignment. You have the capability to clone online assignments from a prior year by selecting a different school year in the drop-down menu.

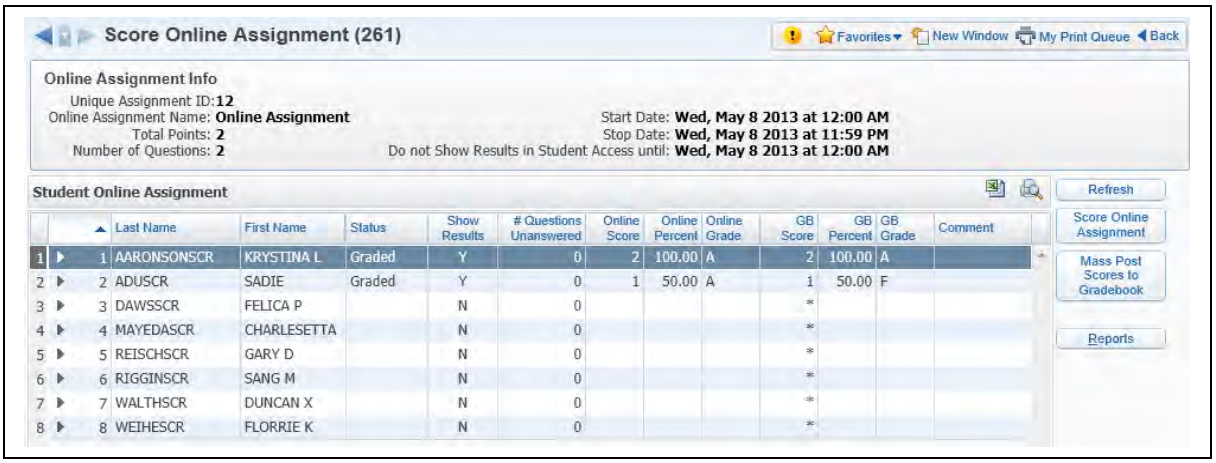
Scoring an Online Assignment



Click the **Assignment Header** on the Gradebook Main screen.



Click **Score Online Assignment.**

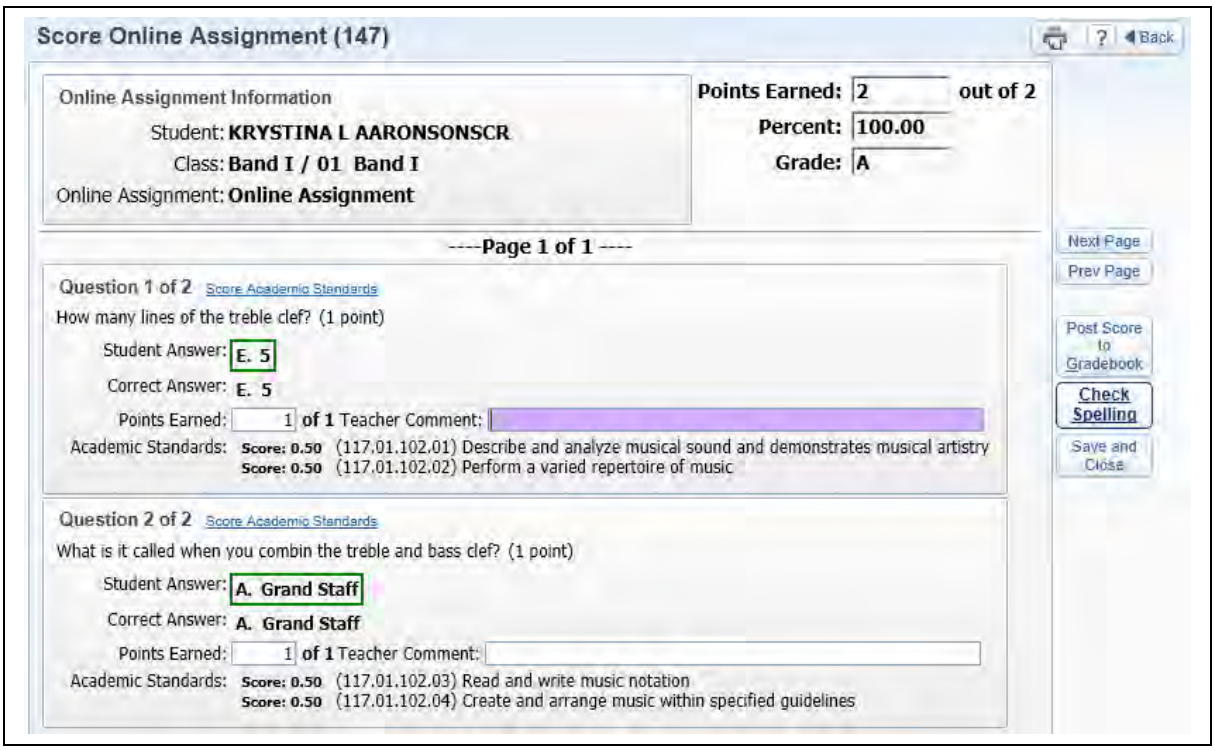


Online Assignment Info: Displays how the online assignment was set up.

Student Online Assignment Information:

- **Status –** Display the status of the online assignment. It will either show as In Progress or Completed.
- **Show Results –** Indicates whether results of this online assignment are displayed in Student Access.
- **# Questions Unanswered –** Displays the number of questions the student did not answer.
- **Online Score –** Displays the number of points the student earned through answered questions that have been auto-scored.
- **GB Percent, Grade and Comment –** Displays the Gradebook information related to this assignment.
- **Time Spent –** Allows you to see how much time the student spent on this online assignment.

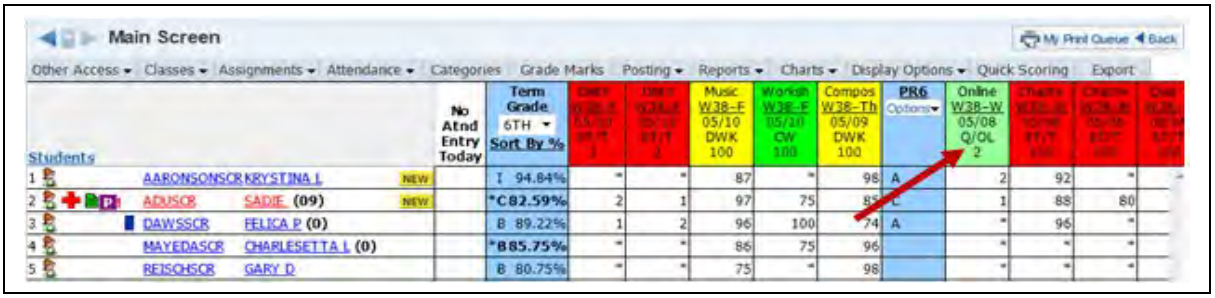
Score Online Assignment



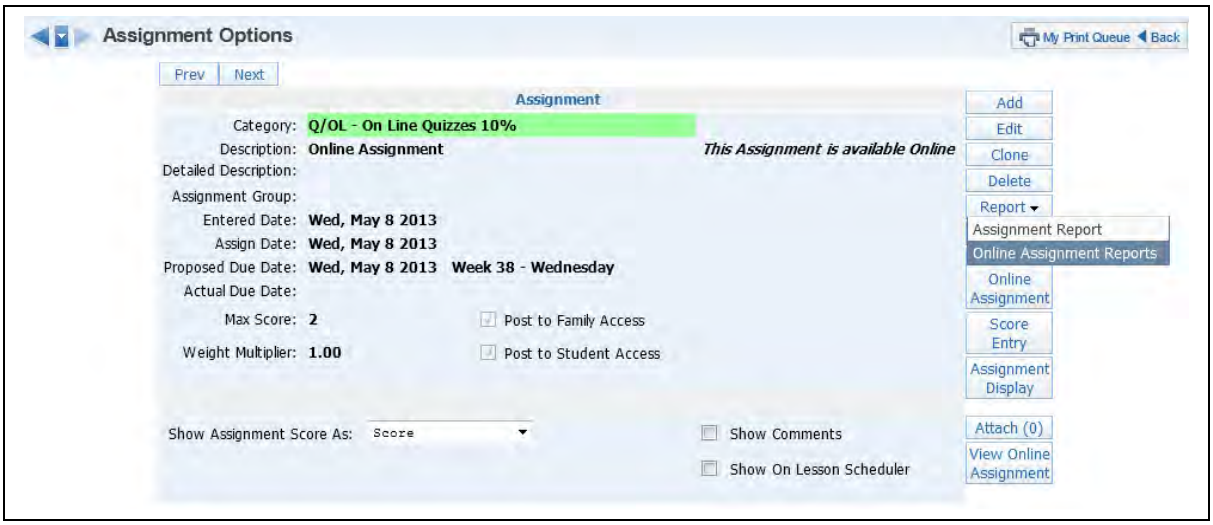
Score Online Assignment allows you to score the assignment or make adjustments to the points students earned for the questions. After scoring the assignment, click **Post Score to Gradebook**. If you set up the online assignment to auto-score and post grades to Gradebook, you will not need to complete this step unless you need to adjust a student's score manually.

Allows Students to Resume: You can select this option if you need a student to go back into the online assignment in Student Access. After selecting this option, the student's status changes to In Progress.

Online Assignment Reports

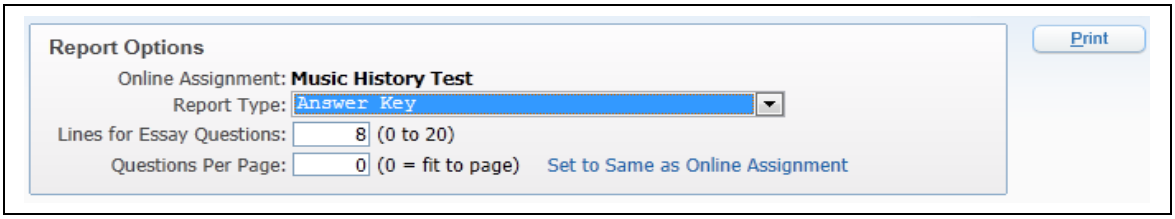


Click an **Assignment Header** on the Gradebook Main screen.



Select **Online Assignment Reports** from the **Reports** drop-down menu.

Answer Key



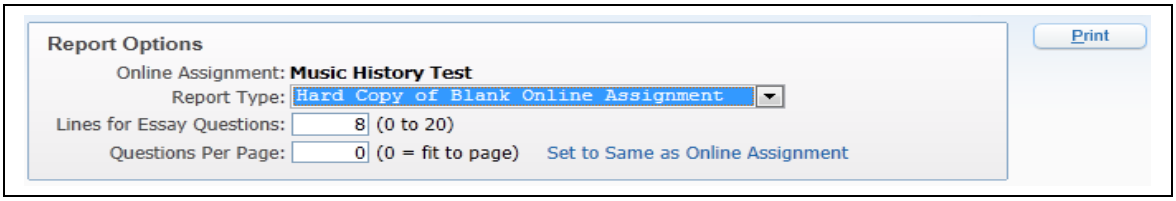
Answer Key provides you with a list of each question on the online assignment and the answers for the questions.

Lines for Essay Questions: Determines the space allowed between questions for essay type questions.

Questions Per Page: Determines the number of questions that will print on the page.

Set to Same as Online Assignment: If you select this option, it will update the Questions Per Page to reflect how the online assignment was set up.

Hard Copy of Blank Online Assignment



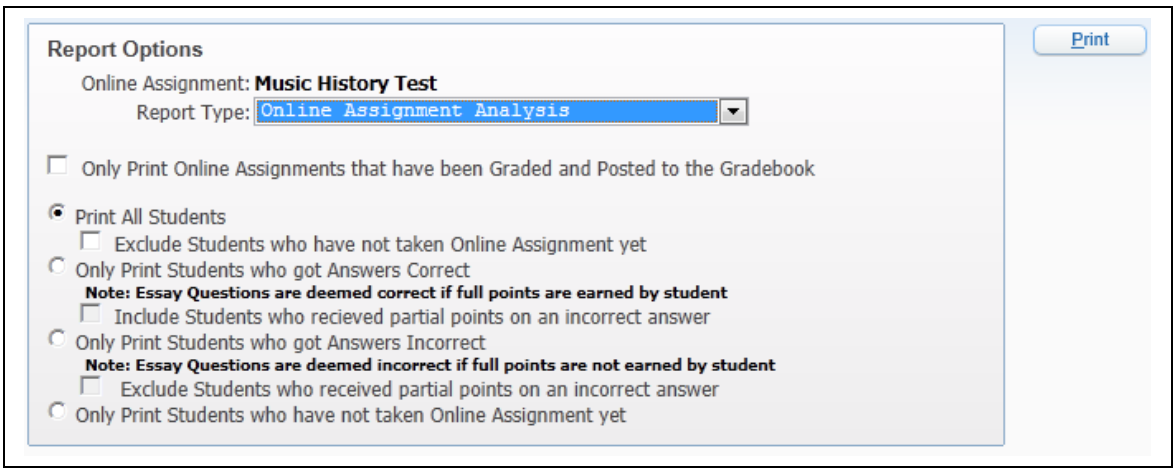
Hard Copy of Blank Online Assignment will display each question included in the online assignment. This report could be used if a student wasn't able to complete the online assignment through Student Access; it will list all of the questions and allow the student to answer them.

Lines for Essay Questions: Determines the space allowed between questions for essay-type questions.

Questions Per Page: Allows you to determine the number of questions that will print on the page.

Set to Same as Online Assignment: If you select this option, it will update the Questions Per Page to reflect how the online assignment was set up.

Online Assignment Analysis



The Online Assignment Analysis Report allows you to see which students got correct/incorrect answers to the questions on the Online Assignment. It also will show you which students have not completed the Online Assignment.

Only Print Online Assignment that have been Graded and Posted to the Gradebook: If this option is selected, it will print online assignment information for only those students whose online assignment has been graded and posted to the Gradebook.

Print All Students: This allows you to print the answers students gave for each question.

Exclude Students who have not taken Online Assignment yet: This excludes students from the display if they have not completed the assignment. If this option is not selected, you see the student and Not Taken on the report.

Only Print Students who got Answers Correct: When this option is selected, it will display only the names of students who answered the question correctly.

Include Student who received partial points on an incorrect answer: This will include students who earned partial credit for an incorrect answer.

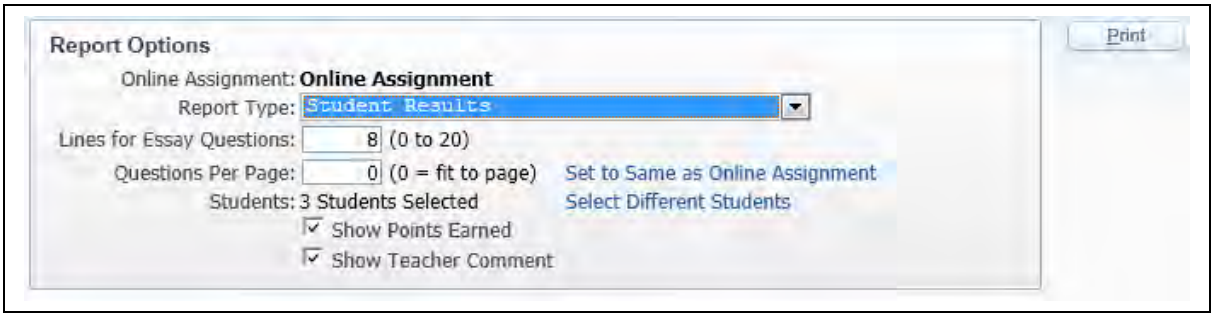
Only Print Students who got Answers Incorrect: When this option is selected, it will display only the names of students who answered the question incorrectly.

Exclude Students who received partial points on an incorrect answer: This will exclude students who earned partial credit for an incorrect answer.

Only Print Students who have not taken Online Assignment: Displays a list of students who have not completed the online assignment. This option will not be available if you selected to Only Print Online Assignment that have been Graded and Posted to the Gradebook.

You can also find the Online Assignment Analysis Report in the **Reports** tab on the Gradebook Main screen.

Student Results Report



The Student Results Report shows how the student answered the online assignment questions. It can also show the points the student earned per question.

Lines for Essay Questions: Determines the space allowed between questions for essay type questions.
Questions Per Page: Determines the number of questions that will print on the page.

Set to Same as Online Event: If you select this option, the Questions Per Page will reflect how the online event was set up.

Select Different Students: Allows you to choose any student that has completed the online assignment.

Show Point Earned: Displays the number of point earned per question by the student.

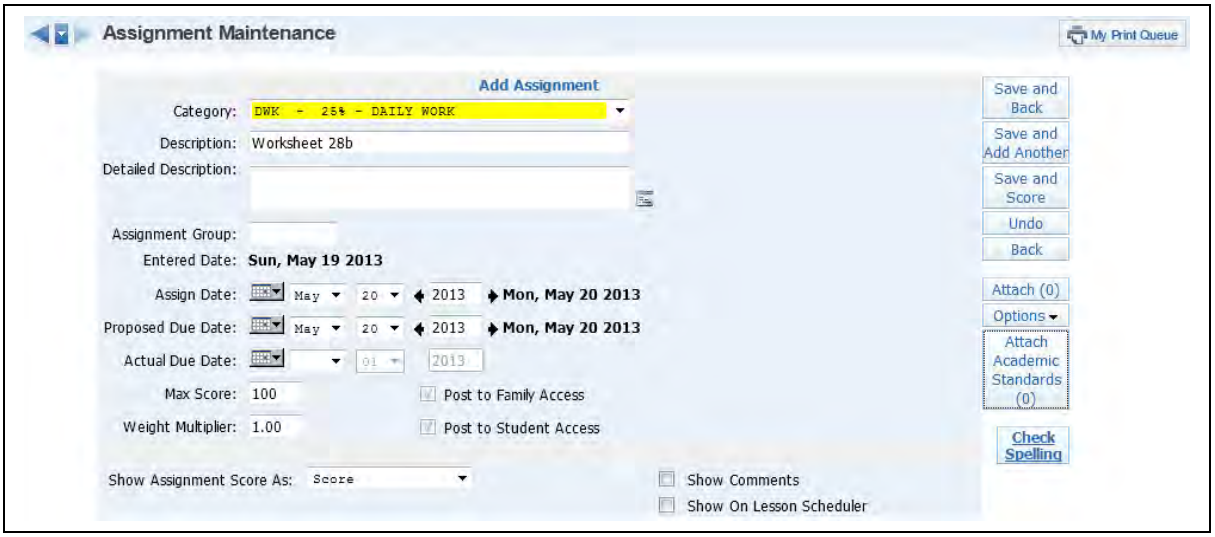
Show Teacher Comment: If you entered a comment related to a questions in the online assignment, should it display on this report?

Setup Options

Attaching Benchmarks/Standards to Assignment
Variable Scale

Attaching Benchmarks/Standards to Assignments

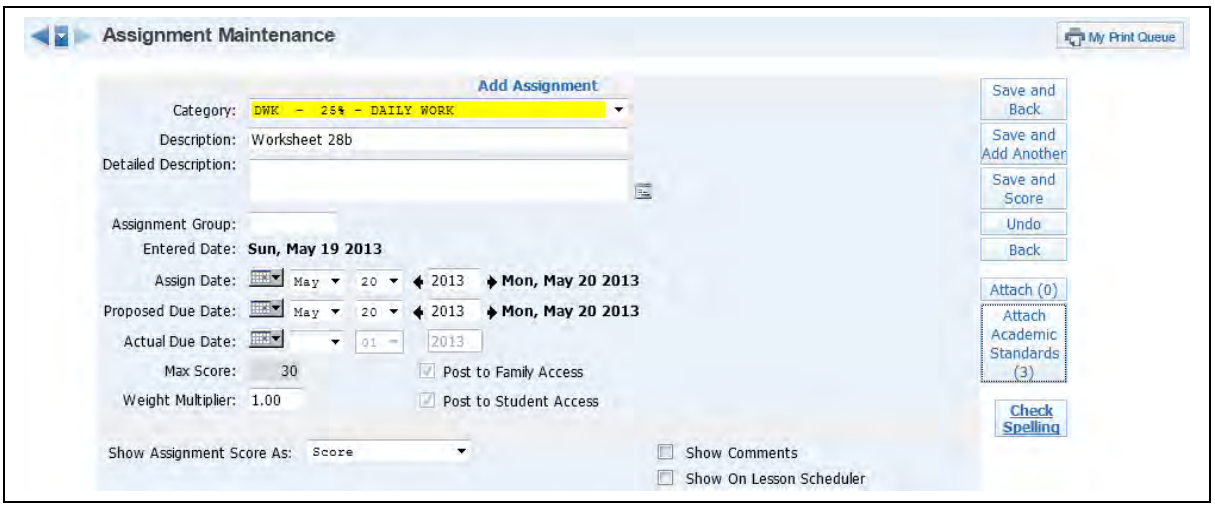
You are able to attach Benchmarks/Academic Standards to Assignments within the Gradebook. Before you can do so, the Benchmarks and Academic Standards need to be attached to the courses by administrators so they become available in Gradebook.



You can find information on the Assignment fields in the Assignments section of this guide. When creating an assignment that will be attached to a Benchmark or Academic Standards, do not enter the Max Score of the assignment. Click the **Attach Academic Standards** button.

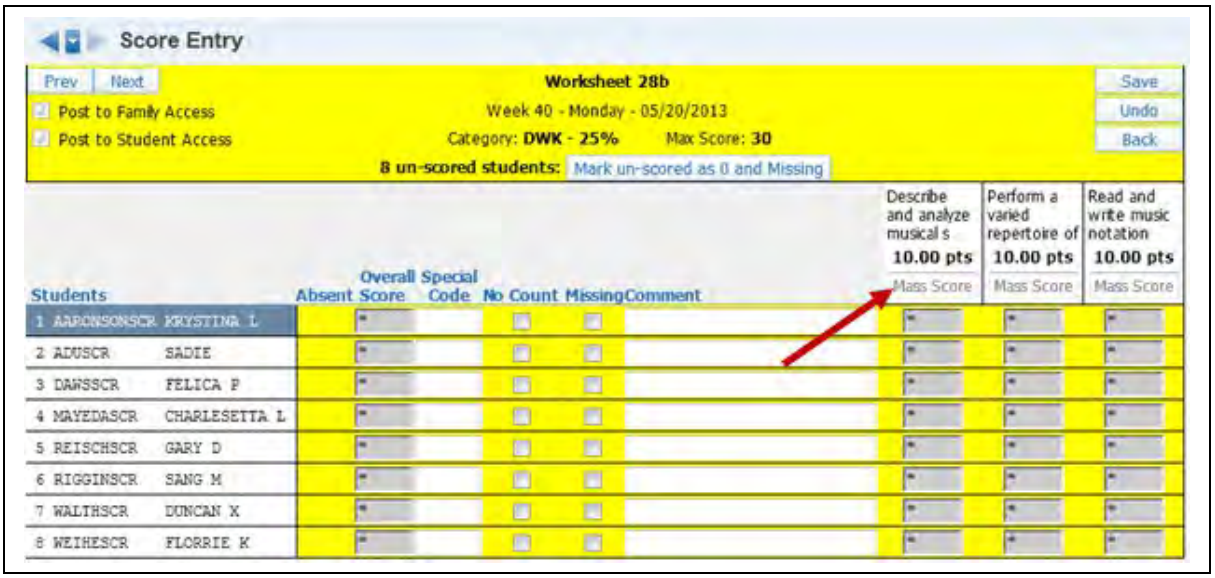
	Select	Max Score	Content	Academic Standard	Academic Standard Summary
1	☑	10.00	Music Knowledge And Skills	117.01.102.01	Describe and analyze musical sound and demonstrates music
2	☑	10.00	Music Knowledge And Skills	117.01.102.02	Perform a varied repertoire of music
3	☑	10.00	Music Knowledge And Skills	117.01.102.03	Read and write music notation
4	☐	0.00	Music Knowledge And Skills	117.01.102.04	Create and arrange music within specified guidelines
5	☐	0.00	Music Knowledge And Skills	117.01.102.05	Relate music to history, to society, and to culture
6	☐	0.00	Music Knowledge And Skills	117.01.102.06	Respond to and evaluates music and musical performance
7	☐	0.00	Music Knowledge And Skills	117.02.102.01	Describe and analyze musical sound and demonstrates music
8	☐	0.00	Music Knowledge And Skills	117.02.102.02	Perform a varied repertoire of music
9	☐	0.00	Music Knowledge And Skills	117.02.102.03	Read and write music notation
10	☐	0.00	Music Knowledge And Skills	117.02.102.04	Create and arrange music within specified guidelines
11	☐	0.00	Music Knowledge And Skills	117.02.102.05	Relate music to history, to society, and to culture
12	☐	0.00	Music Knowledge And Skills	117.02.102.06	Respond to and evaluates music and musical performance
13	☐	0.00	Music Knowledge And Skills	117.03.102.01	Describe and analyze musical sound and demonstrates music
14	☐	0.00	Music Knowledge And Skills	117.03.102.02	Perform a varied repertoire of music
15	☐	0.00	Music Knowledge And Skills	117.03.102.03	Read and write music notation
16	☐	0.00	Music Knowledge And Skills	117.03.102.04	Create and arrange music within specified guidelines
17	☐	0.00	Music Knowledge And Skills	117.03.102.05	Relate music to history, to society, and to culture
18	☐	0.00	Music Knowledge And Skills	117.03.102.06	Respond to and evaluates music and musical performance
19	☐				

This screen allows you to determine the Benchmarks/Academic Standards to be attached to the assignment. You must also enter a Max Score for every Benchmark/Academic Standard selected. Benchmarks/Academic Standards must be attached to an assignment before scores are entered. You are not able add Benchmarks/Academic Standards to assignment with scores. After selecting the Benchmarks/Academic Standards and entering the Max Scores, click the **Save** button.



Once the Benchmarks/Academic Standards have been saved, you will be able to see the number of Benchmarks/Academic Standards attached to the assignment. Note that you are unable to adjust the Max Score because the value is based on the values entered for each Benchmark/Academic Standard.

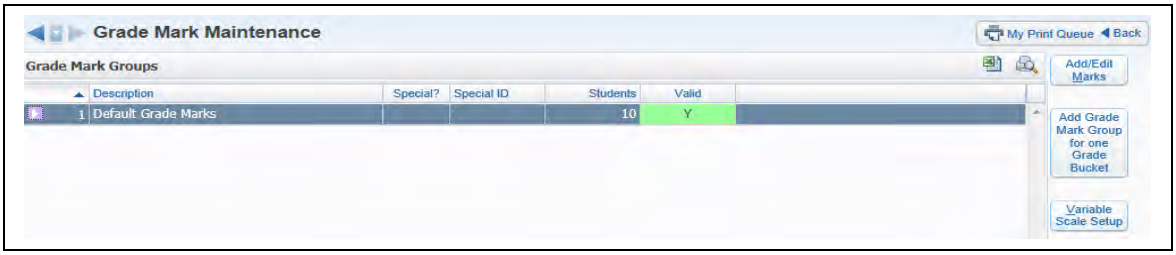
Scoring an Assignment with Benchmarks/Academic Standards



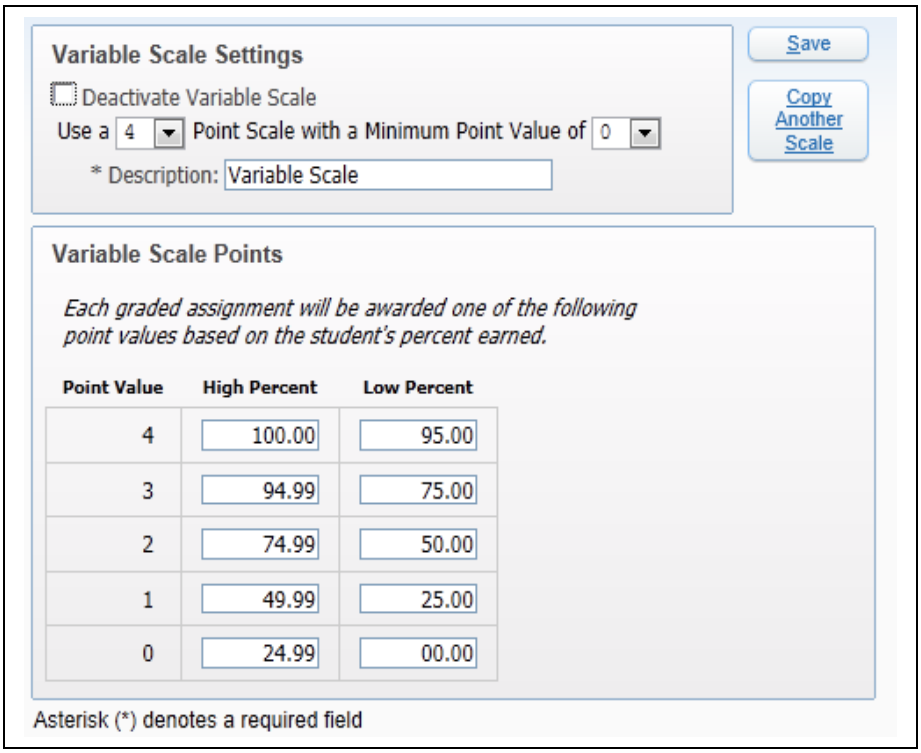
Each benchmark/academic standard attached to the assignment can be scored individually. There is an option to mass assign a score to a benchmark/academic standard. Click the Mass Score box and then enter the score to be mass assigned. The Overall Score is made up of the scores attached to each benchmark/academic standard for a student; the overall score cannot be modified. You cannot exceed the max score for the benchmark or academic standard. You can find more information on the Benchmark/Academic Standard Trend Report in the Reports area of this guide.

Variable Scale

Variable Scale allows for a rubric style of grading. It takes the scored entered for an assignment and converts it to a point value. The point value will be used in the calculation of the term grade.



Click the **Grade Mark** tab on the Gradebook Main screen to access the screen above. You see a Valid column on this Grade Mark Screen. There must be a Y in this column in order to have the Gradebook calculate using the variable scale. If you see an N in the column, click the Variable Scale Setup button.



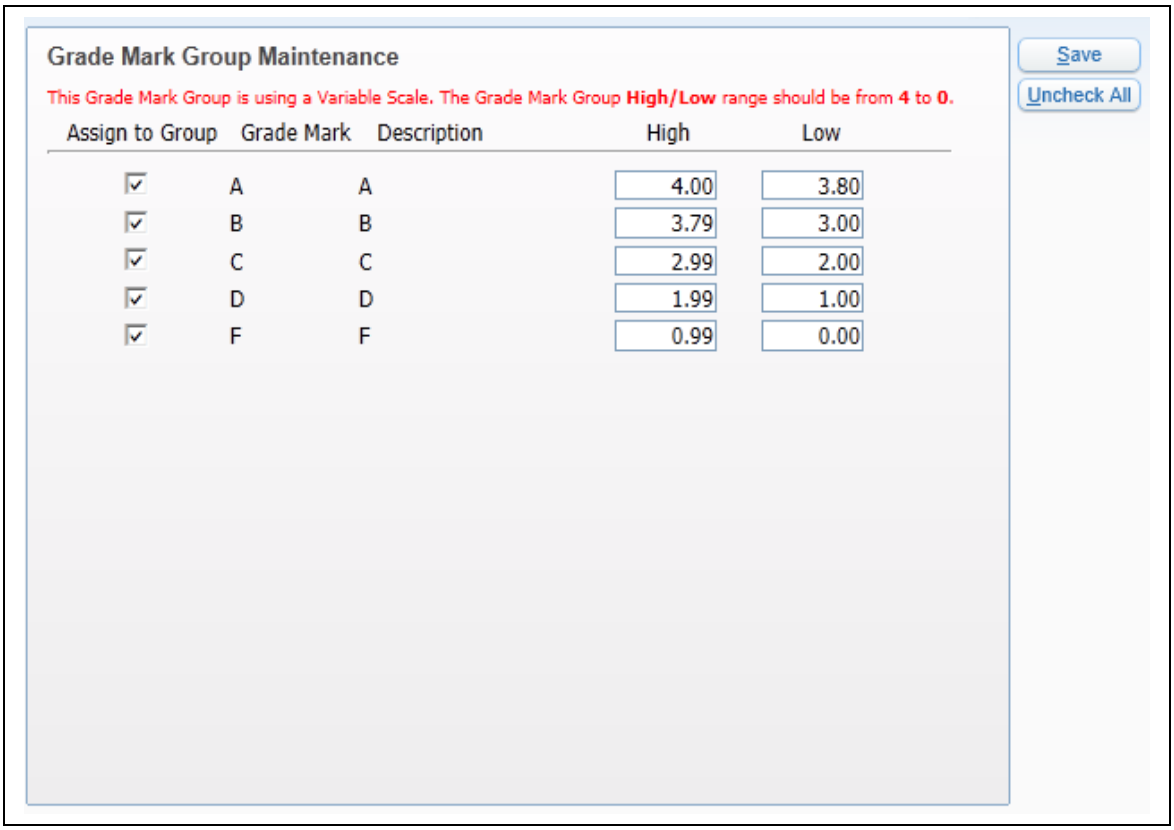
Variable Scale Settings

- **Deactivate Variable Scale:** This disallows Variable Scale Grading being used in this course. You may not have the capability to select the option because of the configuration setup for the entity.
- **Use a ___ Point Scale with a Minimum Point Value of 0/1:** This option allows you to select the point scale to be used when calculating grades. You can select a value from 2-50. Also, you will need to determine the minimum value to be used of either 0 or 1. You might not have the capability to select the point scale because of the configuration setup for the entity.
- **Description:** This allows you to modify the description of the Variable Scale.

Variable Scale Points

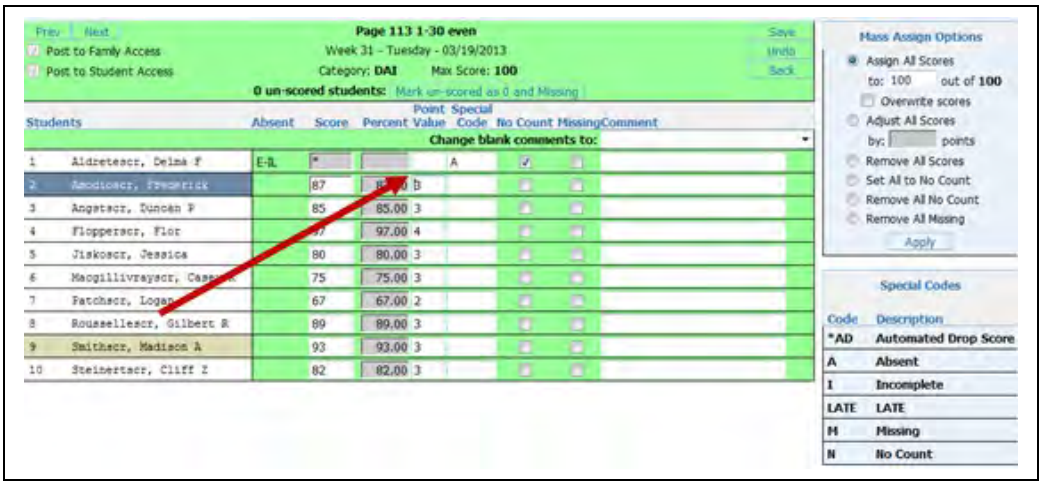
This area allows you to determine the percentage (out of 100%) that will dictate the point value to be assigned. This scale will be looked at when scoring an assignment.

Example: The student scored a 93/100 which is 93% and based upon the above chart the student would receive a point value of 3 for the assignment.



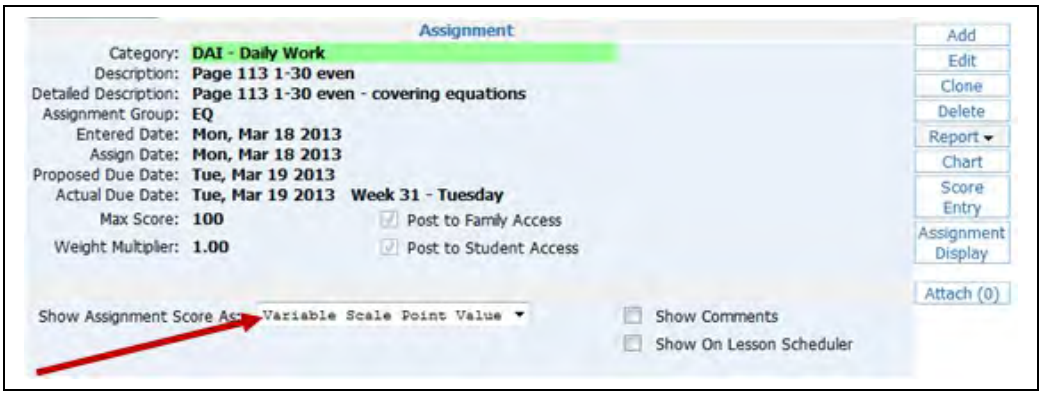
Another area you will need to set up is the Grade Mark Group. Click the **Add/Edit Marks** button. You will need to determine the point value of each Grade Mark. This value is used to calculate the overall grade.

Scoring an Assignment using a Variable Scale

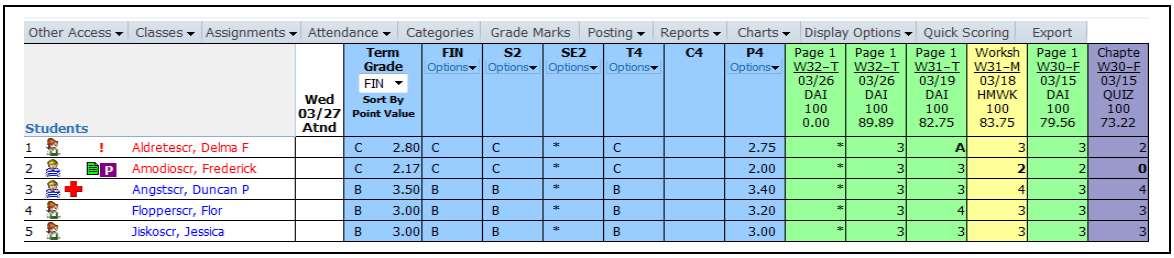


An additional column, Point Value, appears on the score entry screen. You can enter either a score or point value for the students.

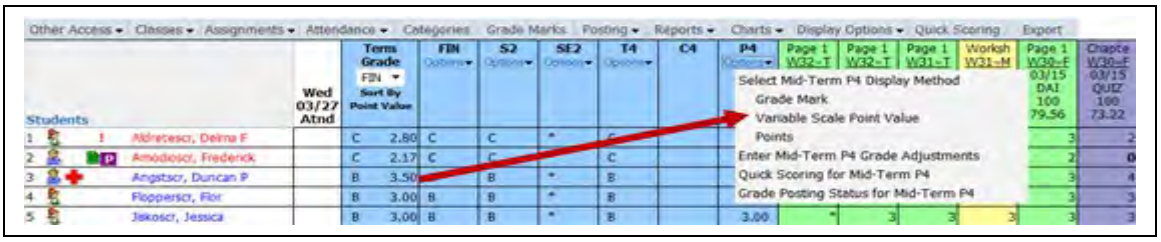
Display Options when using Variable Scale



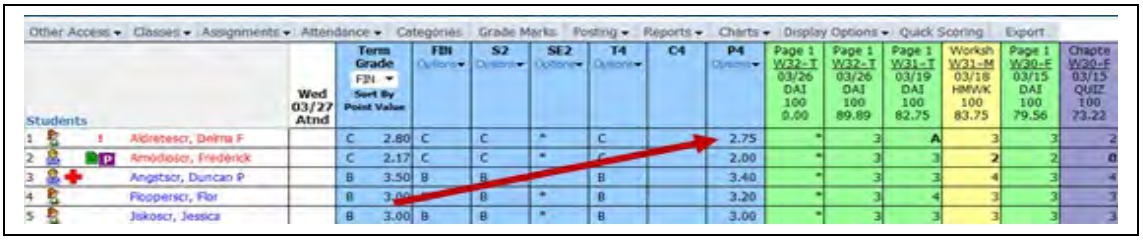
You see a new display option, **Variable Scale Point Value**, when you edit an assignment.



This is a sample of the Gradebook Main screen displaying the Variable Scale Point Values for assignments.



You will also see the option of Variable Scale Point Value in the Term Options drop-down menu.



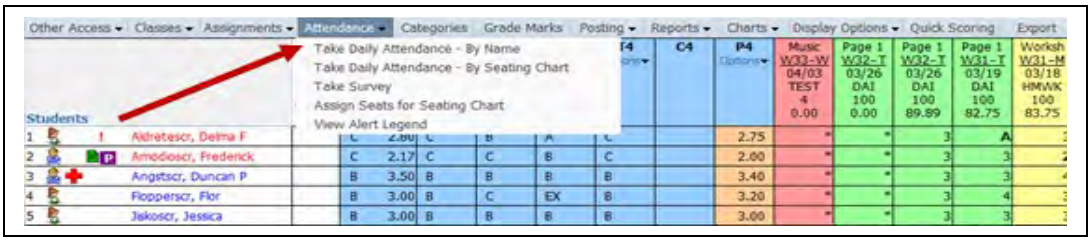
This is a sample of the Gradebook Main screen displaying the P4 grade as the Variable Scale Point Value.

Attendance

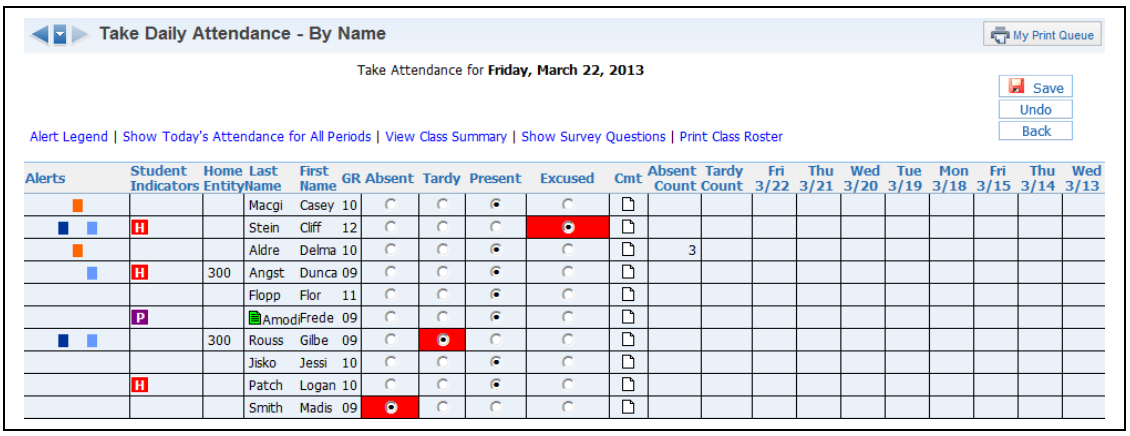
Take Daily Attendance-By Name
Take Daily Attendance-By Seating Chart
Take Survey
Assign Seats for Seating Chart
View Alert Legend

You can take attendance in the Gradebook by using either **Take Daily Attendance - By Name** or **Take Daily Attendance - By Seating Chart**. You can also take attendance by going to **Post Daily Attendance** from the Gradebook home page.

Take Daily Attendance – By Name

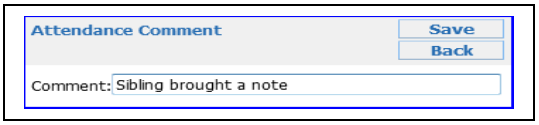


Select **Take Daily Attendance - By Name** from the Attendance tab.



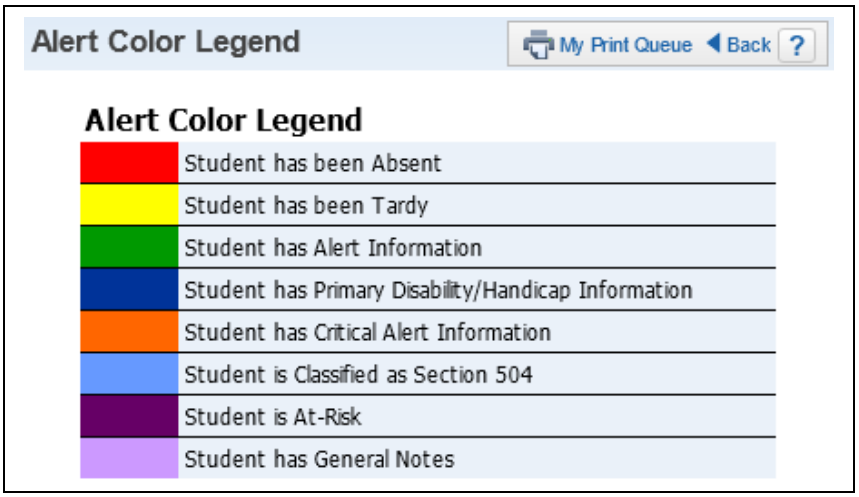
All students default to Present. To change that value, select either Absent or Tardy for a student. A third option of Excused has been set up for the entity. Administrators can determine the label and attendance that can be tracked in the third option for each entity.

Cmt: Allows you to enter an attendance comment; the maximum comment length is 30 characters. This option will depend upon the attendance setup for the district.

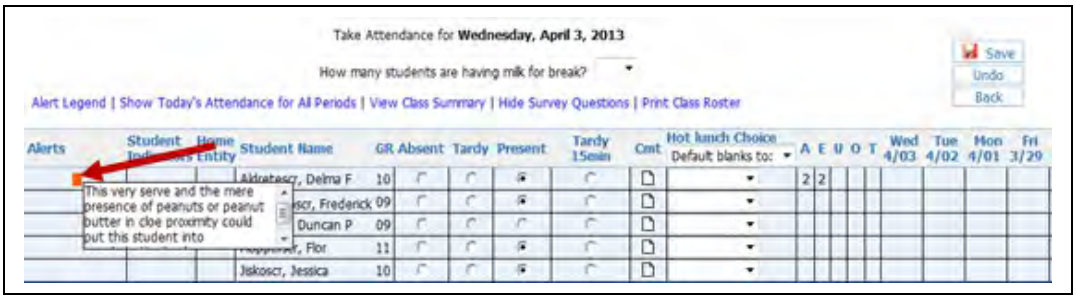


Counts: The counts that display will depend upon the attendance setup for the entity. The values will reflect the number of times the student missed your class.

Alert Legend

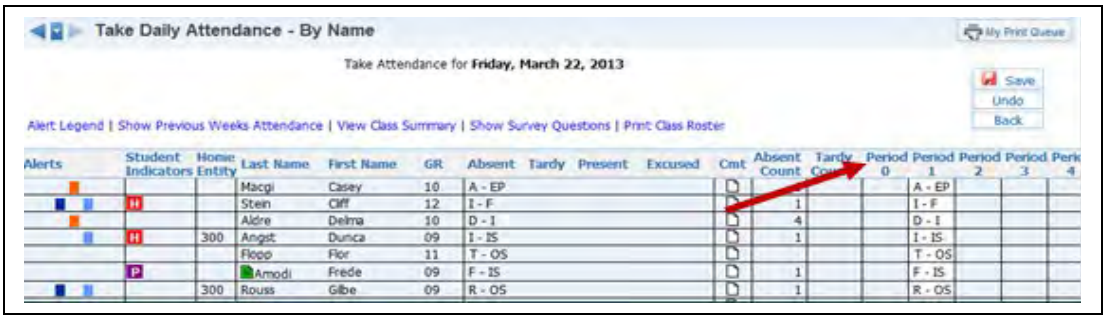


The Alert Color legend shows you what the different colors mean when they appear next to student names. The Alerts that display depend upon the setup of attendance for the district.



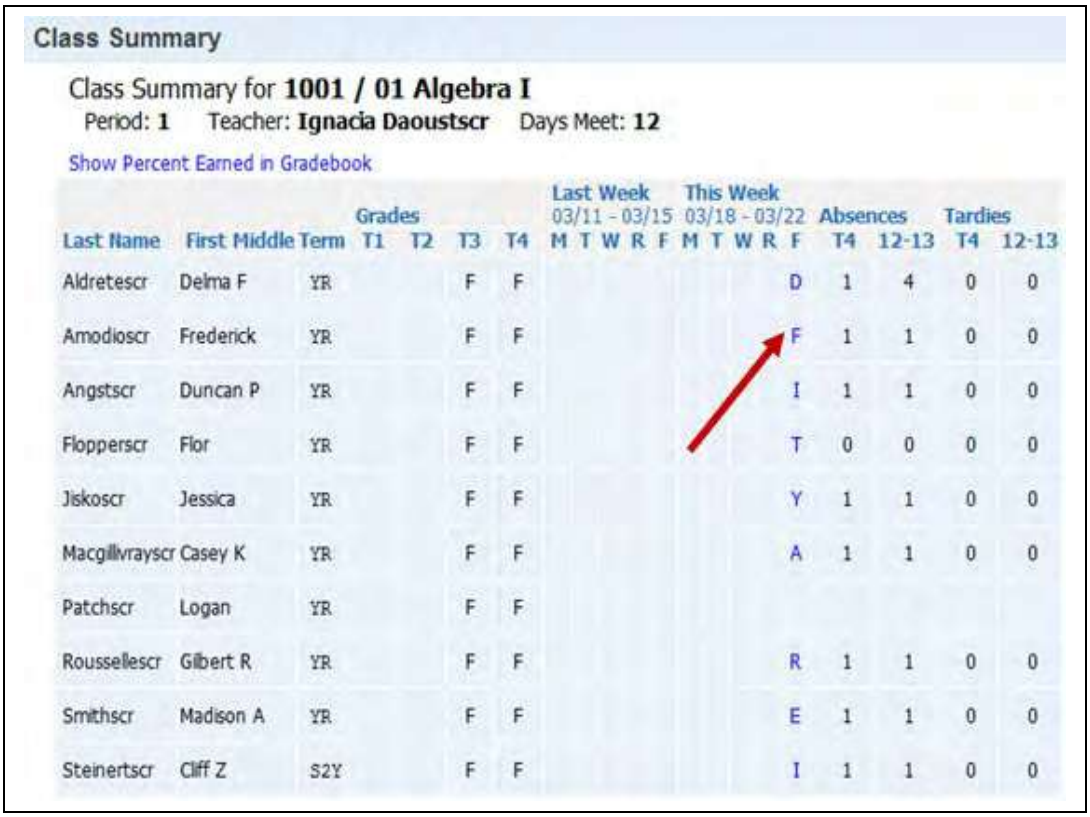
You can click the Alert box to see additional information related to the alert.

Show Today's Attendance for All Periods



Show Today's Attendance for All Periods displays the students' attendance for the entire day by periods.

View Class Summary



Class Summary

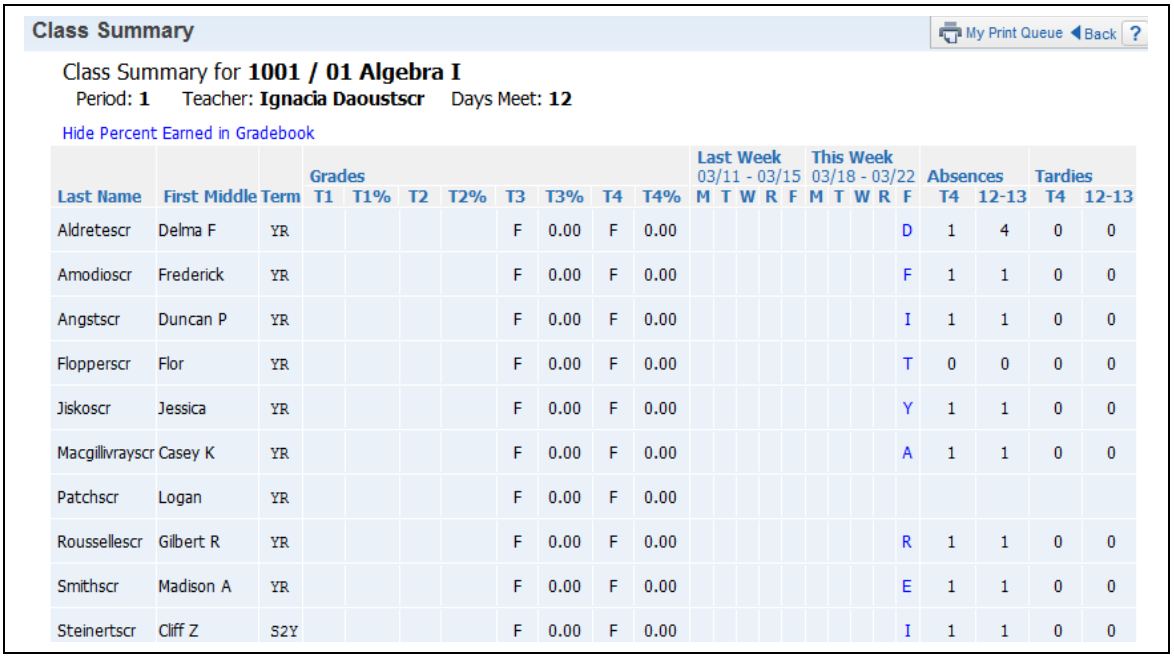
Class Summary for **1001 / 01 Algebra I**
Period: **1** Teacher: **Ignacia Daoustscr** Days Meet: **12**

Show Percent Earned in Gradebook

			Grades				Last Week 03/11 - 03/15					This Week 03/18 - 03/22					Absences		Tardies	
Last Name	First Middle	Term	T1	T2	T3	T4	M	T	W	R	F	M	T	W	R	F	T4	12-13	T4	12-13
Aldretescr	Delma F	YR			F	F										D	1	4	0	0
Amodioscr	Frederick	YR			F	F										F	1	1	0	0
Angstscr	Duncan P	YR			F	F										I	1	1	0	0
Floppersсr	Flor	YR			F	F										T	0	0	0	0
Jiskoscr	Jessica	YR			F	F										Y	1	1	0	0
Macgillvrayscr	Casey K	YR			F	F										A	1	1	0	0
Patchscr	Logan	YR			F	F														
Roussellescr	Gilbert R	YR			F	F										R	1	1	0	0
Smithscr	Madison A	YR			F	F										E	1	1	0	0
Steinertscr	Cliff Z	S2Y			F	F										I	1	1	0	0

This shows you a summary of attendance and grade information for your class. It shows all the students as well as their grades, tardies and absences. Clicking on the blue lettering under the week for attendance will show the Attendance Detail attached to the letter.

Show Percent Earned in Gradebook: Clicking this option in the Class Summary will show the percent attached to the letter grade for the student.



Class Summary

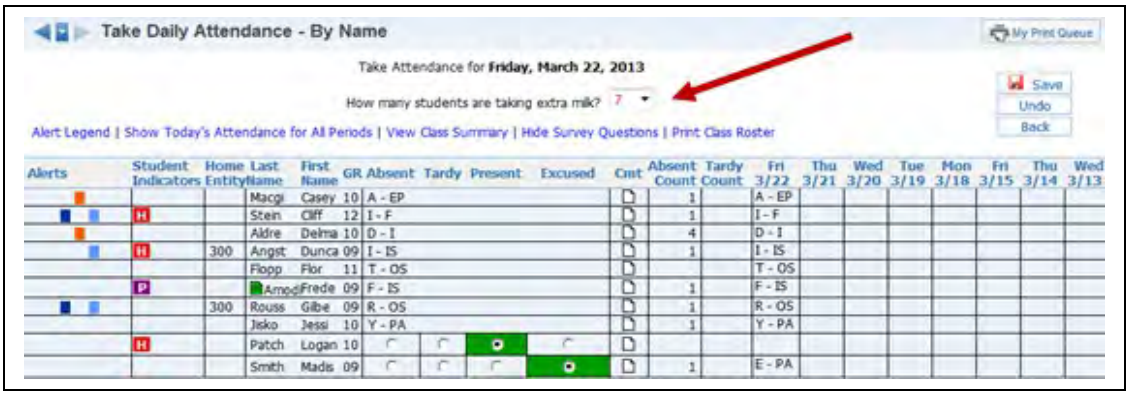
My Print Queue Back ?

Class Summary for **1001 / 01 Algebra I**
Period: **1** Teacher: **Ignacia Daoustscr** Days Meet: **12**

Hide Percent Earned in Gradebook

Last Name	First Middle	Term	Grades T1	T1%	T2	T2%	T3	T3%	T4	T4%	Last Week 03/11 - 03/15 M	T	W	R	F	This Week 03/18 - 03/22 M	T	W	R	F	Absences T4	12-13	Tardies T4	12-13
Aldretescr	Delma F	YR					F	0.00	F	0.00										D	1	4	0	0
Amodioscr	Frederick	YR					F	0.00	F	0.00										F	1	1	0	0
Angstscr	Duncan P	YR					F	0.00	F	0.00										I	1	1	0	0
Floppersc r	Flor	YR					F	0.00	F	0.00										T	0	0	0	0
Jiskoscr	Jessica	YR					F	0.00	F	0.00										Y	1	1	0	0
Macgillivrayscr	Casey K	YR					F	0.00	F	0.00										A	1	1	0	0
Patchscr	Logan	YR					F	0.00	F	0.00														
Roussellescr	Gilbert R	YR					F	0.00	F	0.00										R	1	1	0	0
Smithscr	Madison A	YR					F	0.00	F	0.00										E	1	1	0	0
Steinertscr	Cliff Z	S2Y					F	0.00	F	0.00										I	1	1	0	0

Show Survey Questions



Take Daily Attendance - By Name

My Print Queue

Take Attendance for **Friday, March 22, 2013**

How many students are taking extra milk? 7

Save
Undo
Back

Alert Legend | Show Today's Attendance for All Periods | View Class Summary | Hide Survey Questions | Print Class Roster

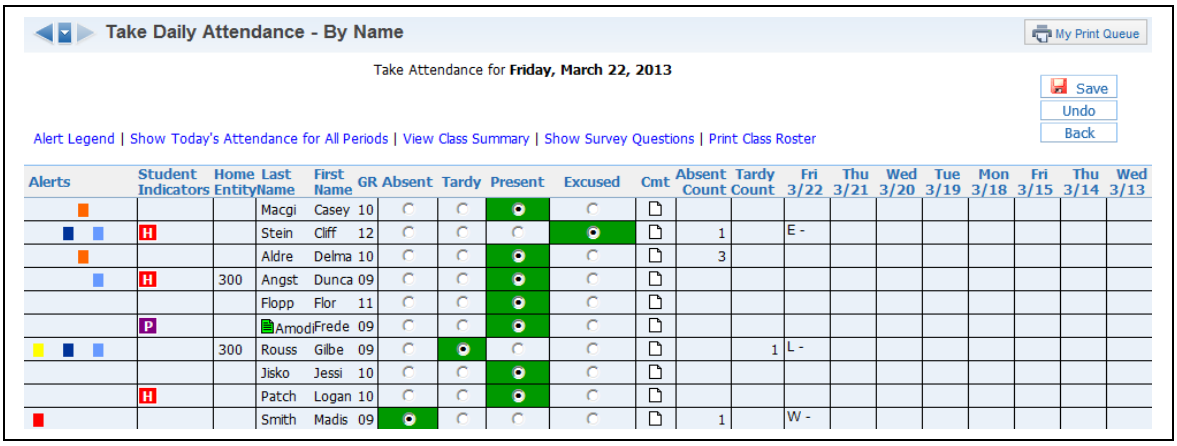
Alerts	Student Indicators	Home Entity	Last Name	First Name	GR	Absent	Tardy	Present	Excused	Cmt	Absent Count	Tardy Count	Fri 3/22	Thu 3/21	Wed 3/20	Tue 3/19	Mon 3/18	Fri 3/15	Thu 3/14	Wed 3/13
			Macgi	Casey	10	A - EP					1		A - EP							
	H		Stein	Cliff	12	I - F					1		I - F							
			Aldre	Delma	10	D - I					4		D - I							
	H	300	Angst	Dunca	09	I - IS					1		I - IS							
			Flopp	Flor	11	T - OS							T - OS							
	P		Amodi	Frede	09	F - IS					1		F - IS							
		300	Rouss	Gilbe	09	R - OS					1		R - OS							
			Jisko	Jessi	10	Y - PA					1		Y - PA							
	H		Patch	Logan	10															
			Smith	Madis	09						1		E - PA							

Click **Show Survey Question** to display the survey questions. Survey questions are set up administratively for the entity. They can be set up to ask for a Class Total or allow you select Individual Answers by student.

Print Class Roster

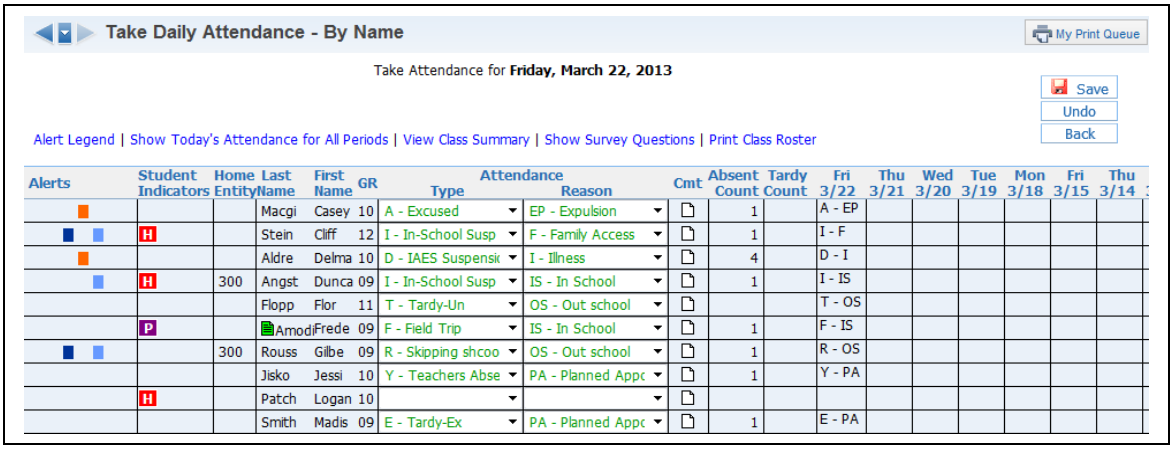
Print Class Roster allows you to generate the Class Roster Report. You can find additional information regarding the Class Roster Report in the Reports Section of this guide.

After you have entered attendance for the class, click **Save.**



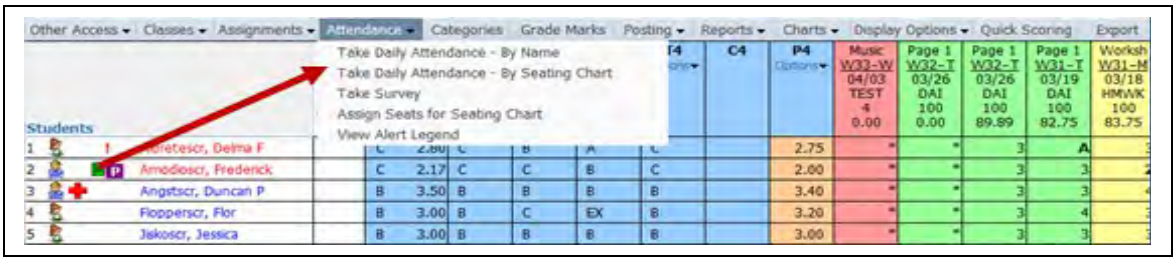
Attendance will be saved and display in green. Any subsequent change will then be shown in red until you click **Save**.

Selecting Absence Type and Reason (optional setting)

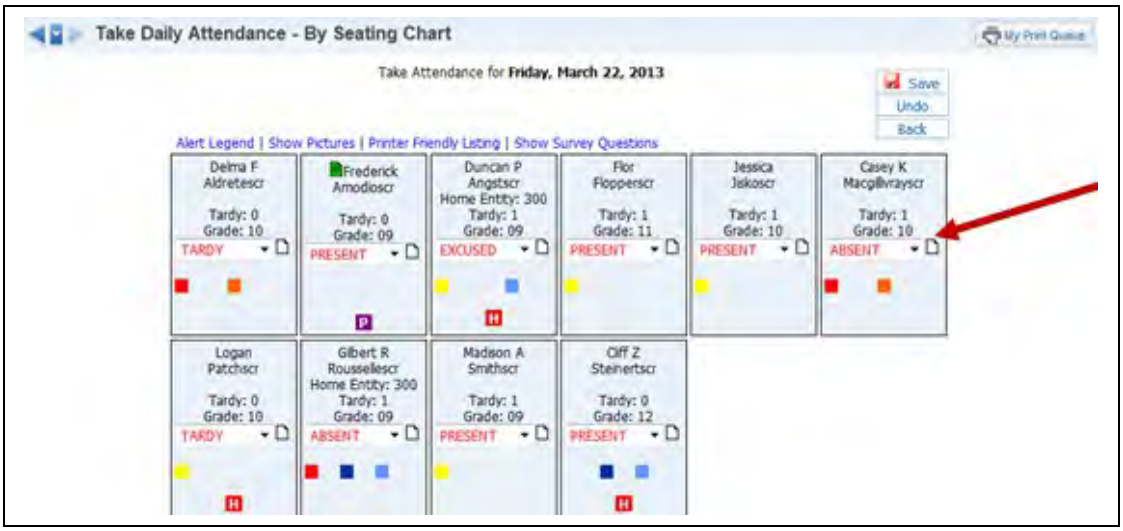


You can choose different Types as well as different Reasons to indicate why the student wasn't in attendance. If the student is present, simply leave these items blank. The capability to enter Absence Type and Reasons will depend upon the attendance setup for the entity. After you have entered attendance for the class, click **Save.**

Take Daily Attendance- By Seating Chart



Select **Take Daily Attendance - By Seating Chart** from Attendance tab.



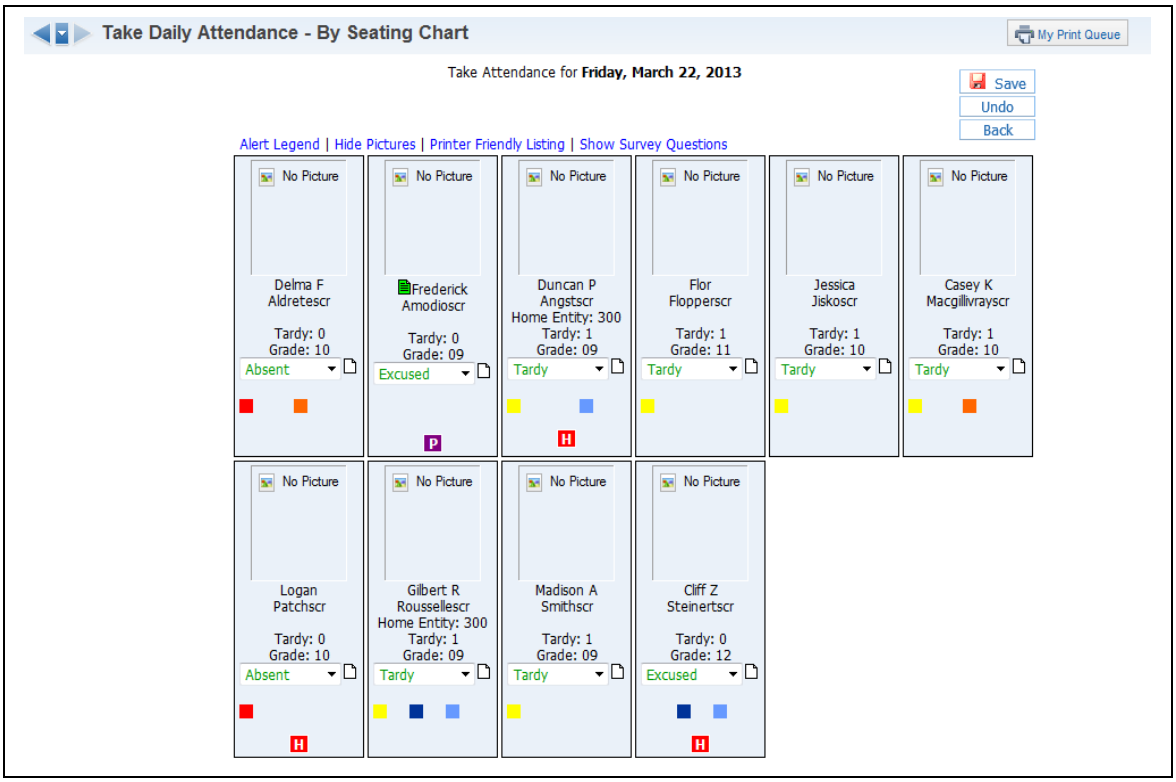
All students default to Present. Select either Absent or Tardy to change that value for a student. The third option of Excused has been set up by the entity. The entity can determine the label and the attendance that can be tracked in the third option.

You can click the paper icon next to the attendance value to enter an attendance comment. The comment is an optional setting determined by the attendance setup for the entity. The attendance will display in red until the **Save** button is selected.

Alert Legend: This option shows what the alerts mean, as in Attendance - By Name.

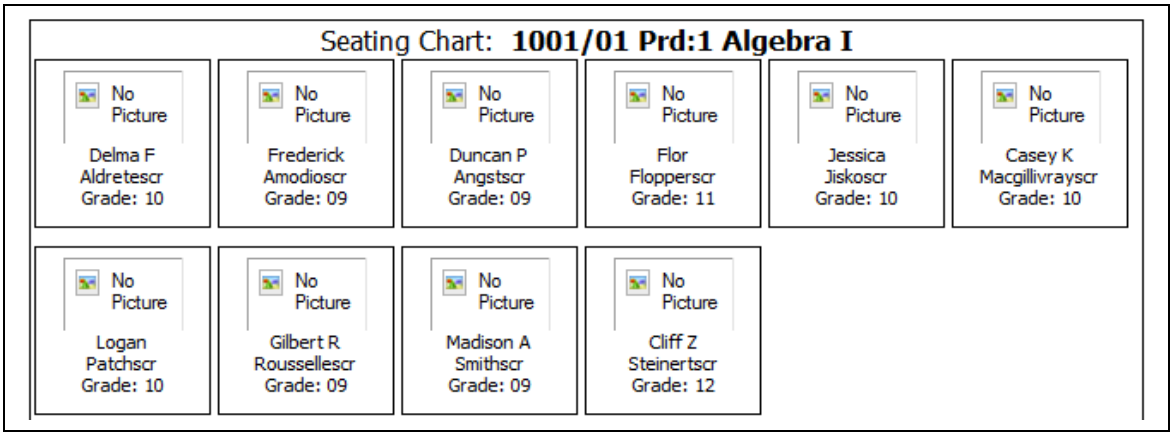
Show Survey Questions: This allows you to show the survey questions on the attendance screen; it works the same as in Attendance - By Name.

Show Pictures



When you select **Show Pictures**, you see pictures for the students on the seating chart, if the district has loaded the pictures in the database.

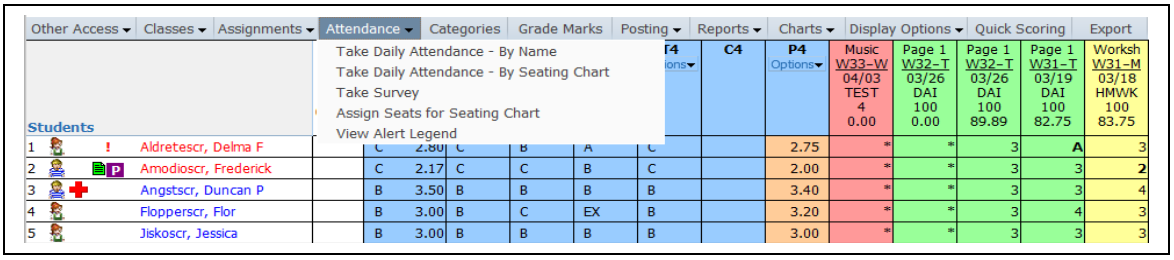
Printer Friendly Listing



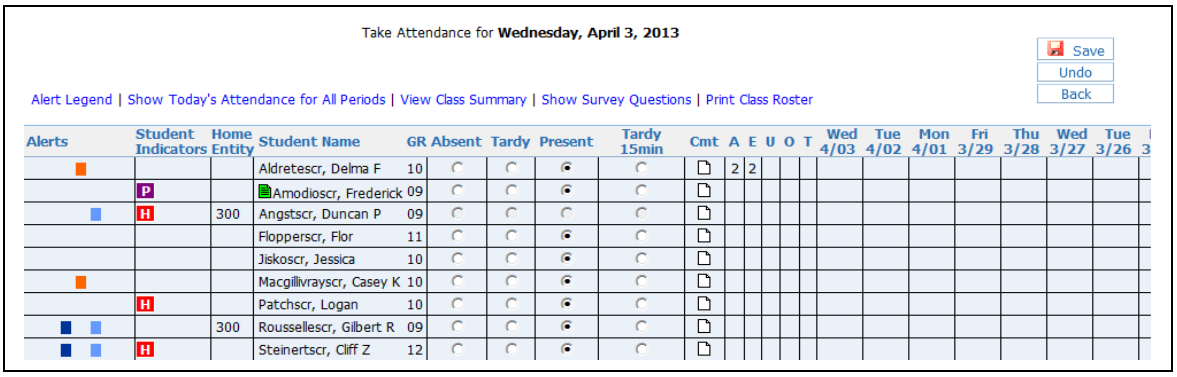
This option allows you to print a copy of your seating chart. If you display the pictures on the seating chart, the Printer-Friendly Listing can also print the pictures.

Modification of Prior Day(s) Attendance

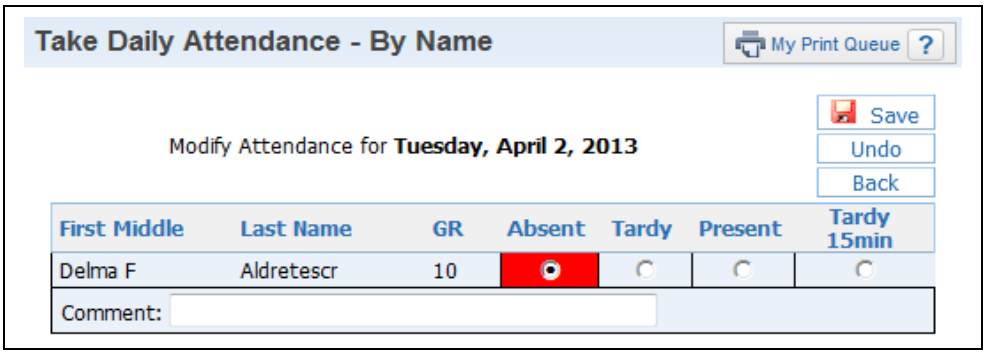
You may have the capability to modify a prior day(s) attendance depending upon the setup of attendance for the entity.



Click on **Take Daily Attendance - By Name** on the Attendance tab.

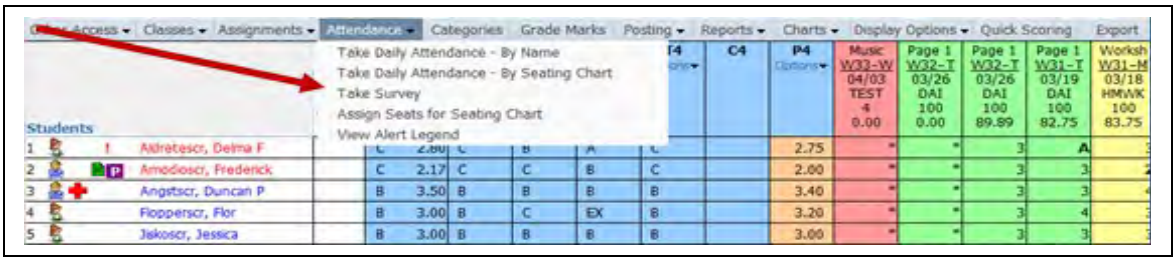


You need to display previous weeks of attendance. Then click the previous date cell for the student whose attendance you want to modify. The number of days for which you can update attendance will depend upon the setup of attendance for the entity.

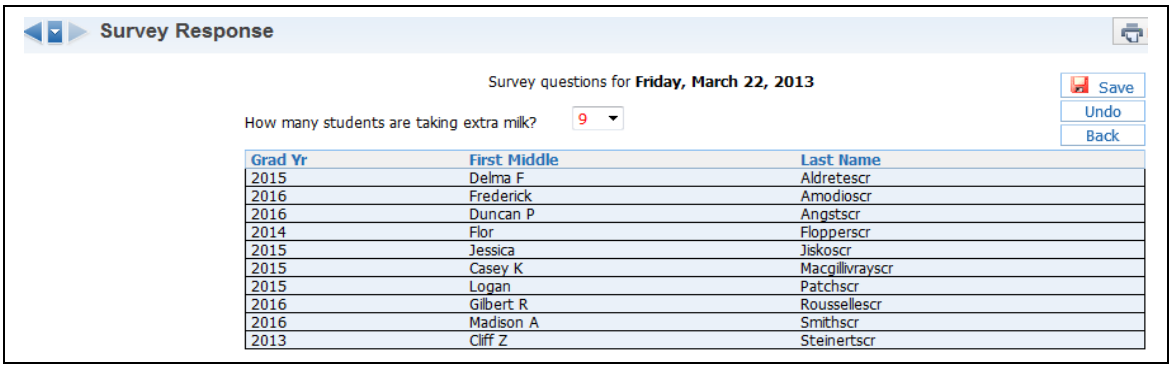


Update the attendance for the student and click **Save**.

Attendance- Take Survey

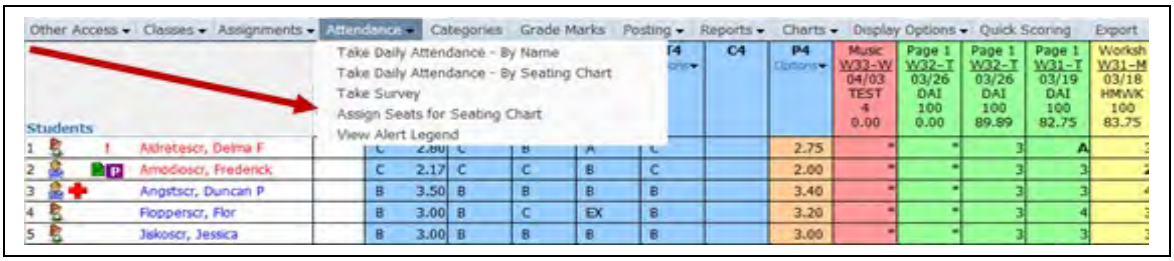


Select **Take Survey** under the Attendance tab.

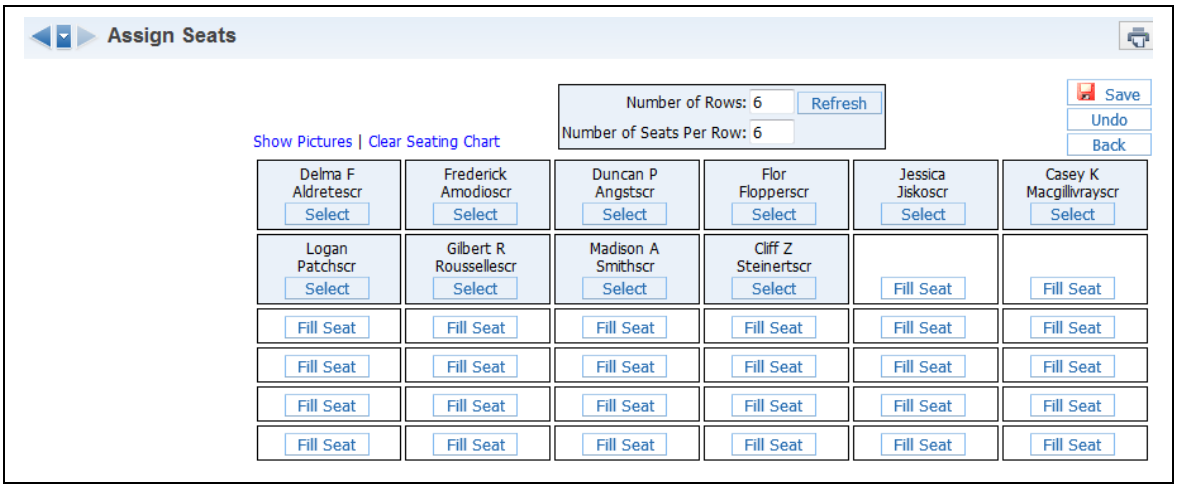


After selecting the option, record the answer to the survey question and click **Save**. Survey questions are set up administratively for the entity. They can be set up to ask for a Class Total or allow you select Individual Answers per student.

Attendance - Assign Seats for Seating Chart



Select **Assign Seats for Seating Chart** under the Attendance tab.

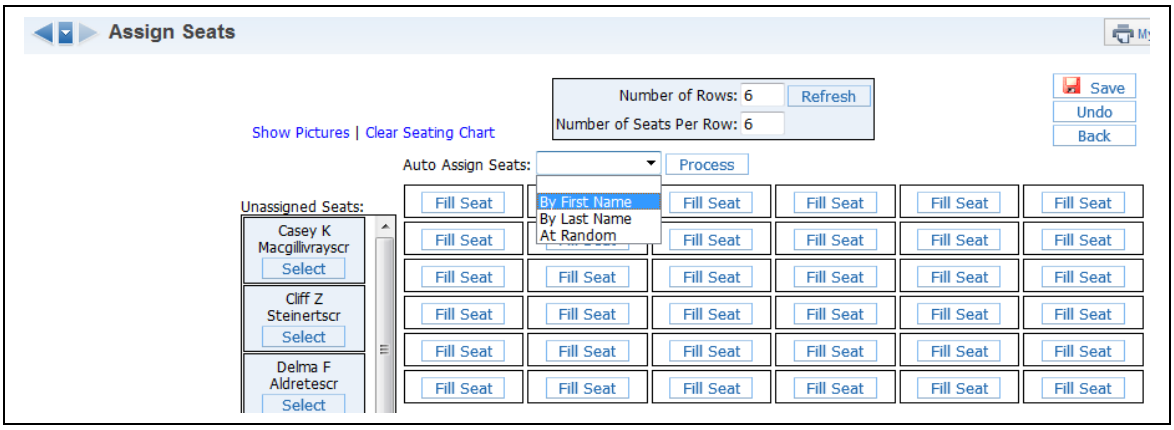


After selecting the option, you can select a student and then assign him or her to a specific seat.

Number of Rows/ Number of Seats Per Row: This option can be set to whatever dimensions you need for your class.

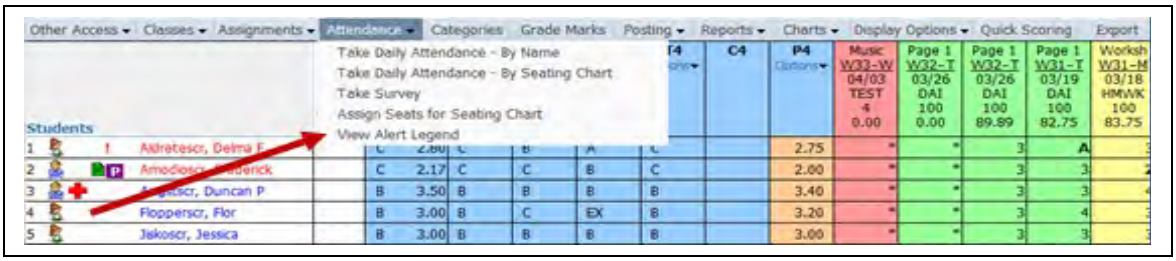
Show pictures: Displays the student pictures in the seating chart.

Clear Seating: This option will clear the seating chart and allow you to start from scratch. The students will appear on a list on the side.

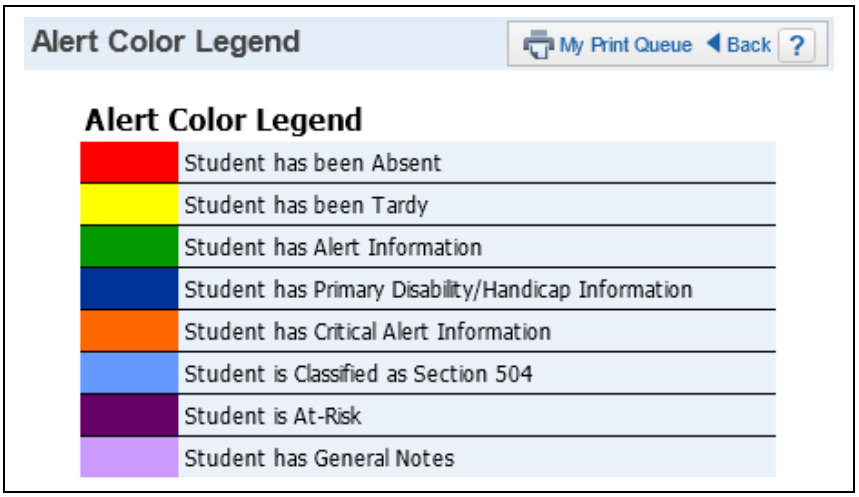


Auto Assign Seats: This option can be used to assign students by either first name or last name or at random.

View Alert Legend



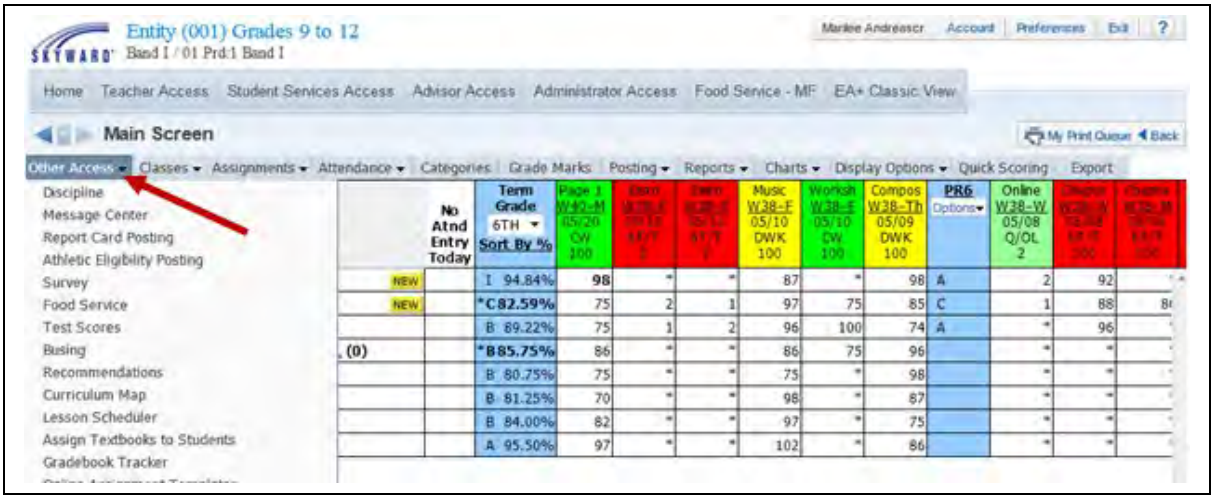
This option displays a color legend showing the alert meaning by color.



Other Access Tab

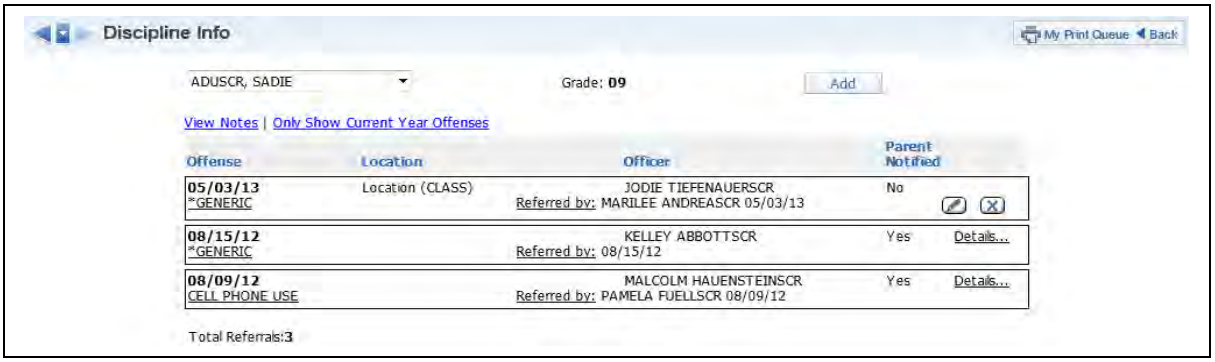
- Discipline
- Message Center
- Report Card Posting
- Athletic Eligibility Posting
- Survey
- Food Service
- Test Scores
- Busing
- Recommendations
- Curriculum Map
- Lesson Scheduler
- Assign Textbooks to Students
- Gradebook Tracker
- Online Assignment Templates

This tab provides quick access to options that are also found under My Classes. This feature saves time by avoiding the need to return to the Educator Access Plus Homepage. Use this feature when you are already on the Gradebook Main screen.



Select the **Other Access** tab. Click one of the available options. Options you see may vary depending on entity and district security configurations.

Discipline: Allows you to view discipline records and enter referrals by class, depending upon security access.

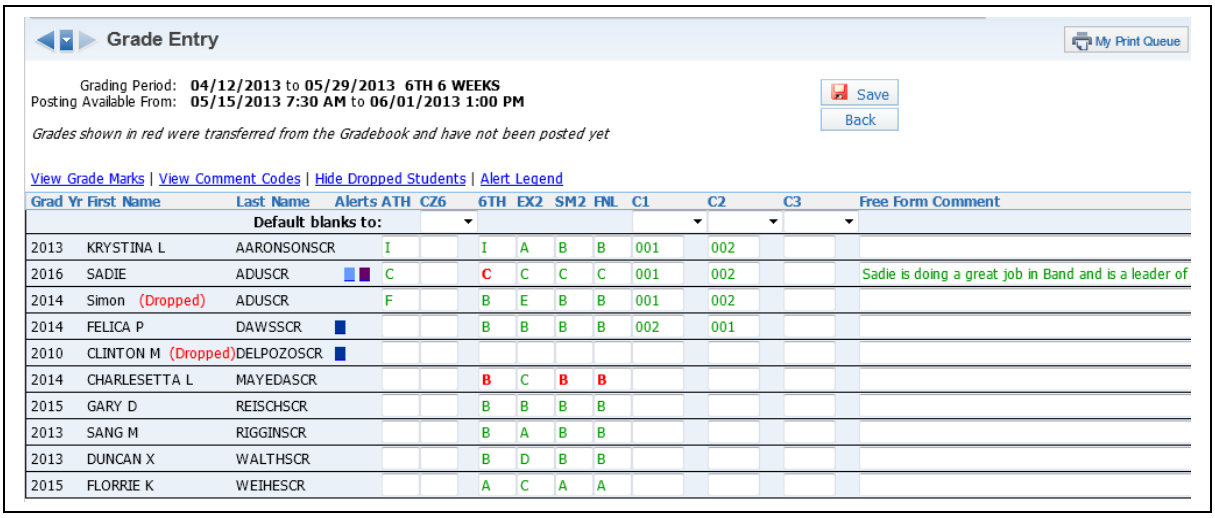


Highlight the student and click **Select** to view a student's discipline record. To view general discipline notes, click **View notes**. Click the **Offense**, to open a new window showing discipline information related to the Offense. Click **Add** to enter a new discipline referral for a student.

Message Center: Allows you to maintain messages for Family/Student access.

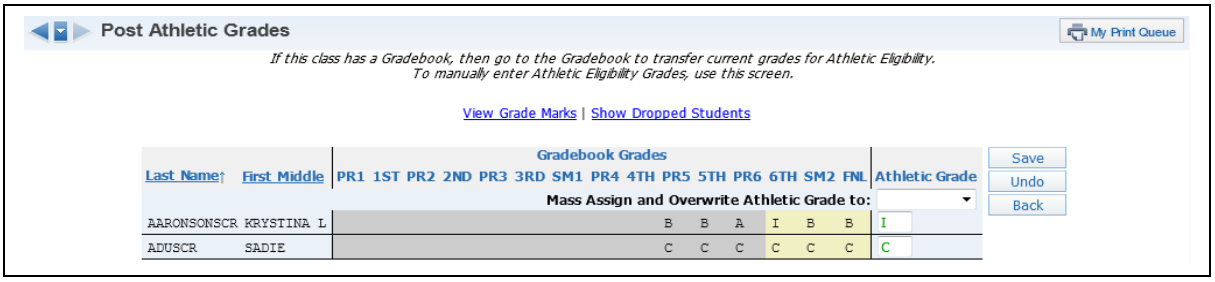
This is an easy way to communicate with a group of students or parents without having to send home written notes. You may also use this as a tool for providing copies of a course syllabus or other documents through Student and Family Access. If you would like to add a message to more than one class select **Add Message for Multiple Classes**. If you would like to add the message to the current class only, select **Add Message for Current Class**.

Report Card Posting: Allows you to view and/or post grades to report card.



The grades displaying on this screen pull directly from your Gradebook. Comment codes are entered under the Comment column heading. Free-form comments for the student can be entered in the text area. To see a list of all possible grades, click the **View Grade Marks** link. Click **View Comment Codes** to see a list of all possible comment codes that can be entered.

Athletic Eligibility Posting: Allows you to view and/or post athletic eligibility grades.



This option allows you to post grades specifically for students participating in athletics or other activities. This option enables schools to quickly identify students who are not meeting minimum eligibility requirements for participation in extra-curricular activities. This option is used at periodic intervals as defined by school administration.

Survey: Allows you to enter survey information for surveys created administratively for the entity.

Survey questions for **Thursday, April 4, 2013**

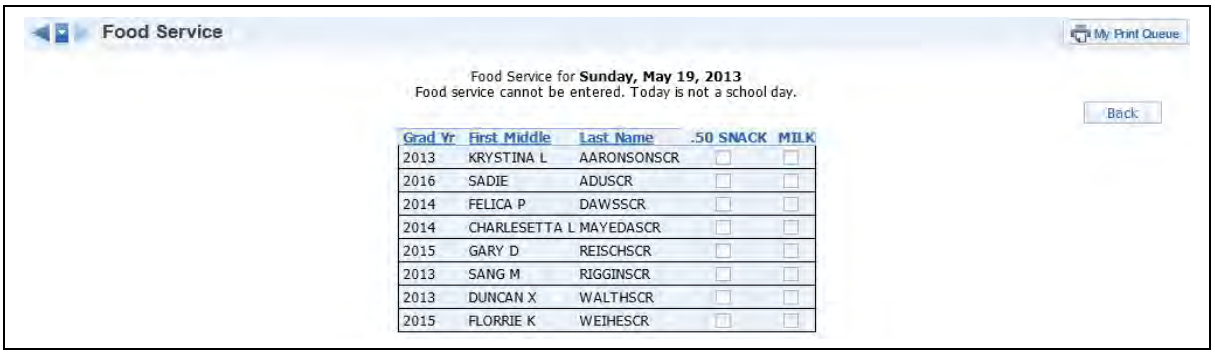
Save
Undo
Back

How many students are having milk for break? 3

Grad Yr	First Middle	Last Name	Hot lunch Choice
		Default all blank answers to:	
2015	Delma F	Aldretescr	CHOICE A
2016	Frederick	Amodioscr	SALAD BAR
2016	Duncan P	Angstscr	CHOICE A
2014	Flor	Floppersc r	CHOICE B
2015	Jessica	Jiskoscr	CHOICE A
2015	Casey K	Macgillivrayscr	COLD LUNCH
2015	Logan	Patchscr	CHOICE A
2016	Gilbert R	Roussellescr	SALAD BAR
2013	Cliff Z	Steinertscr	CHOICE B

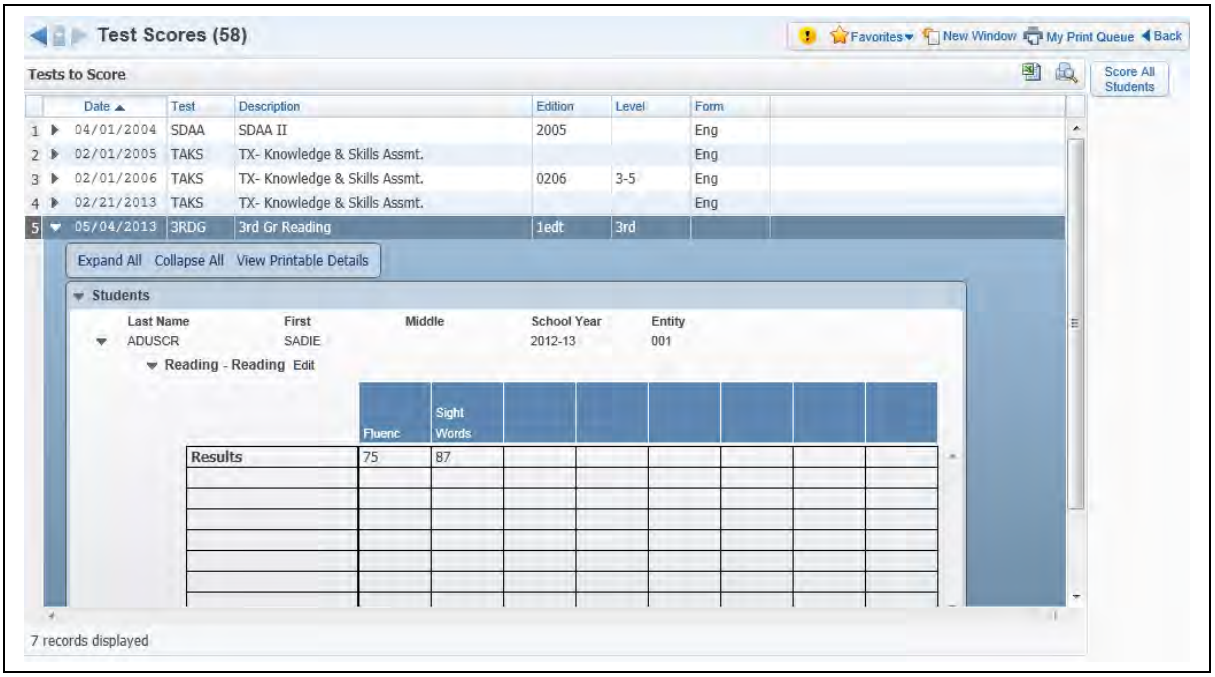
The survey is a time-saving tool for recording student responses to survey questions. Example: Schools often find the class survey to be an effective tool for recording and reporting hot lunch or milk count estimates taken during the first period of the day.

Food Service: Allows you to enter food service purchases.



The Food Service option allows you to enter food service purchases in the classroom. When you enter food service purchase, you will affect a student's lunch balance in the Food Service module.

Test Scores: Allows you to View and/or enter test score information for students.



Test Scores represent the student's level of success on the listed standardized test. Typically, test scores are provided by a third party testing agency and imported into the student records database. You can also enter scores on tests set up by school administration. School administration will set up access as needed. You would use this access option to view performance historically on standardized tests or to enter district-mandated standardized testing where scores are recorded at the classroom level rather than provided by a third party test agency.

Busing: Gives you the capability to view Busing Information for students.

Aldretescr, Delma F

Grade: **10**

Transportation Information

Start Date	End Date	Transported	Transportation Category	Miles	Bus Info	Olc
04/04/2013		Yes		5.00		01
09/23/2009	05/25/2011	Yes		5.01		01
08/15/2008	09/22/2009	Yes	EST - Estimated	5.01		01

Bus Stops

Bus Route	Bus Stop
35 - 35 (To School 12:00A-12:00A)	1.00 - corner of osage and main

Bus Numbers

AM Bus Number	**35**	PM Bus Number	**35**

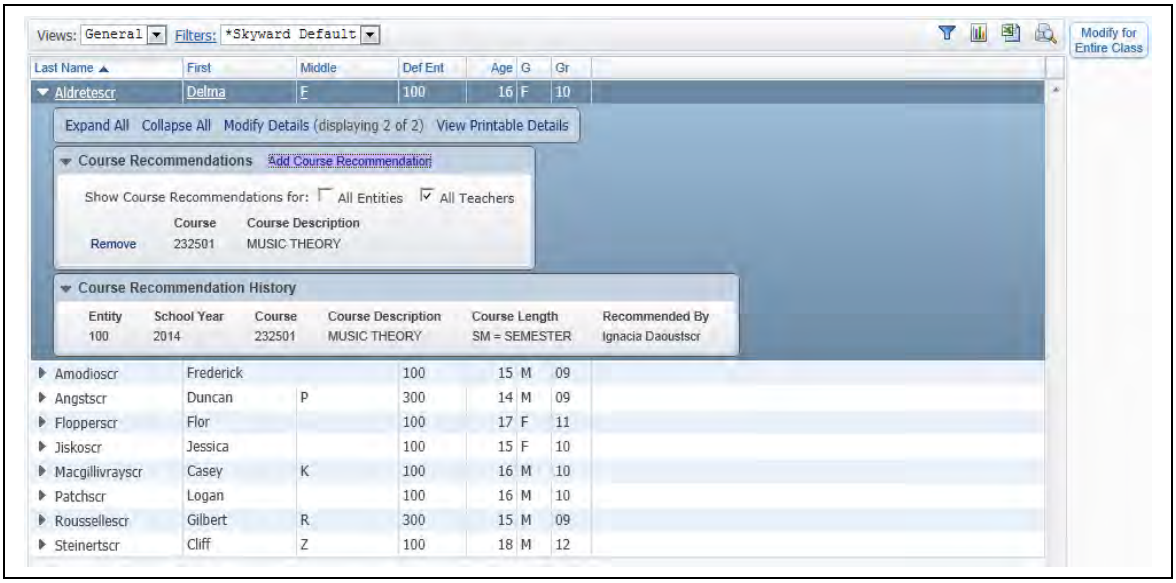
Pick Up Address

Address:	**4999**		**Scramble avenue**
SUD:		P.O. Box:	
Address 2:			
City:	**Scramble, WV**	Zip Code:	**55555**

Drop Off Address

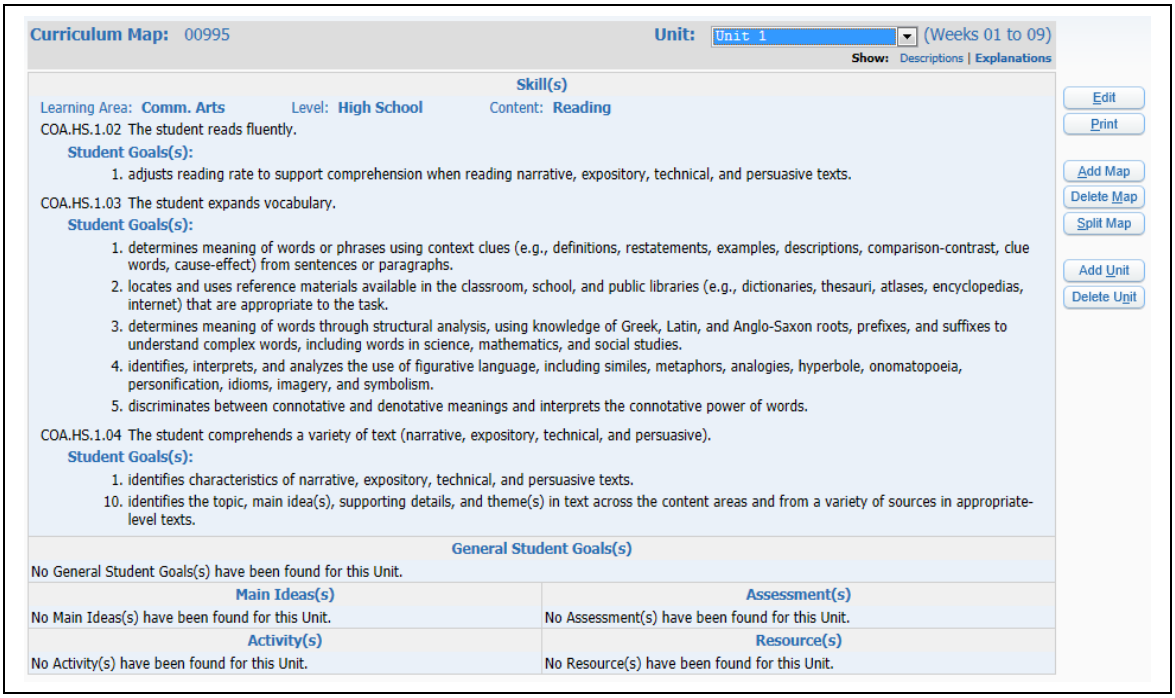
Address:	**4999**		**Scramble avenue**
SUD:		P.O. Box:	
Address 2:			
City:	**Scramble, WV**	Zip Code:	**55555**

Recommendations: Allows you to View and/or select course recommendations for students for future scheduling.



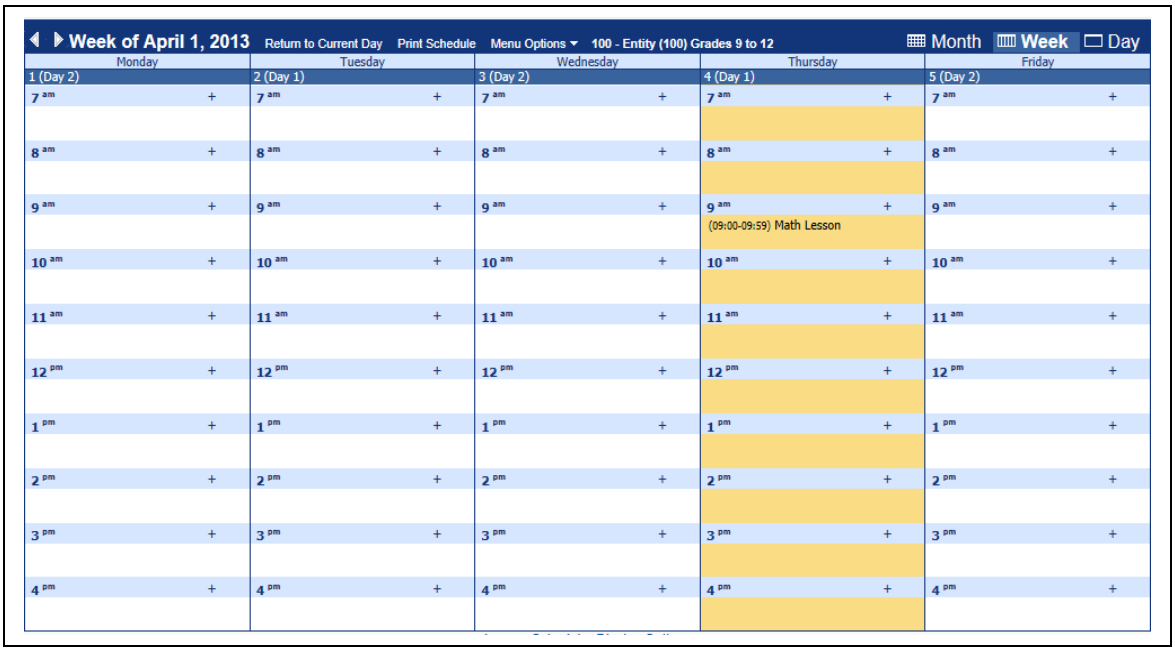
In order for course recommendations to be utilized, school administration must set up the Curriculum Master. Course Recommendation allows you to suggest specific coursework for students who are enrolled in your current classes. For example, an English teacher might recommend Journalism for a student who displays great writing skills.

Curriculum Map: Allows you to view and add Curriculum Maps for courses if the district has purchased and set up the Curriculum Mapping module.



Curriculum Map allows you to view and add curriculum map units, depending upon the setup for the entity.

Lesson Scheduler: Allows you to view and create Lesson Plans.



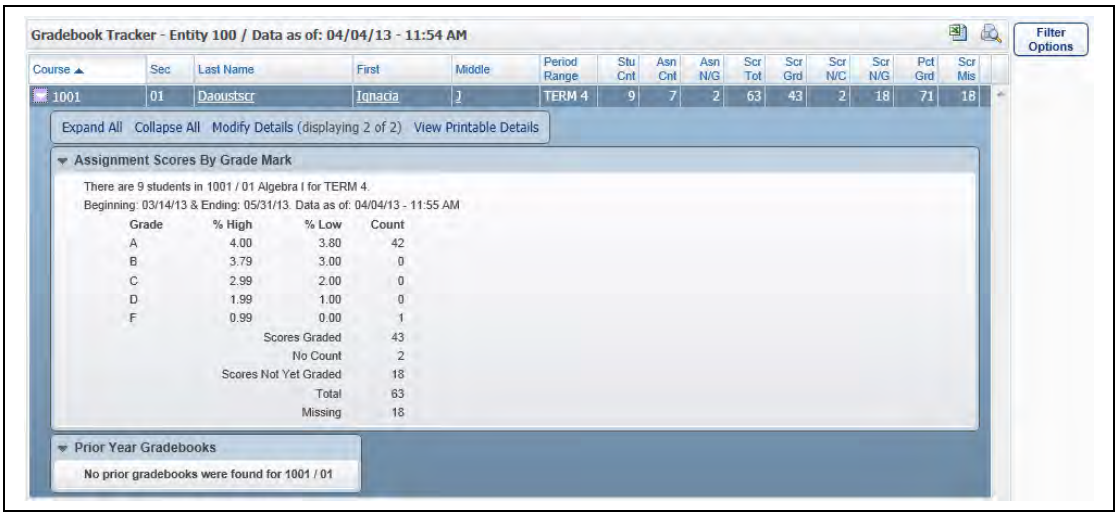
If your school district has purchased this module, you will be able to use My Lesson Scheduler to organize the day-to-day educational plan for a class. The lesson scheduler

shows the Daily Lessons and you can click the plus sign (**+**) to add a daily lesson for a specific date and time.

Assign Textbook to Students: Allows you to view and/or modify student textbook assignments.

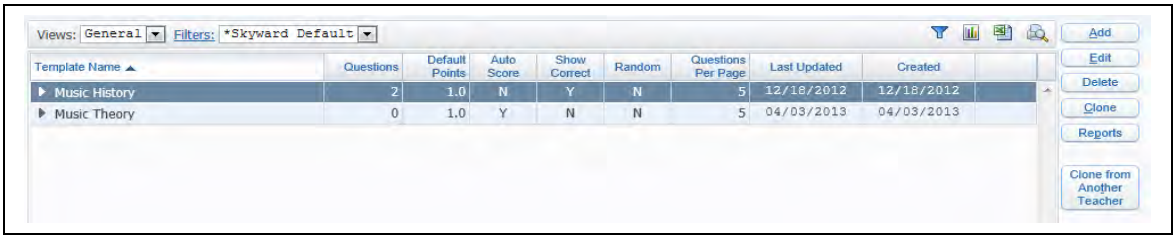
Assign Textbook to Students allows you to manage textbooks that have been assigned to students for the class if the district has purchased and set up the Textbook Tracking module. You can also return books, track when a book is returned, assign late fees, and indicate whether the book has been damaged or lost. To assign a textbook to a student, you would click the **Assign** link.

Gradebook Tracker: Allows you to view Gradebook information for the class.



Gradebook Tracker is a way for you to view statistical information for the class. The Gradebook tracker also lets you view the grade information breakdown for the class. When you expand the record, you will be able to view **Assignment Scores by Grade Mark** and **Prior Year Gradebooks**.

Online Assignment Templates: Allows you to create templates for assignments within the Gradebooks for students to complete via Student Access.

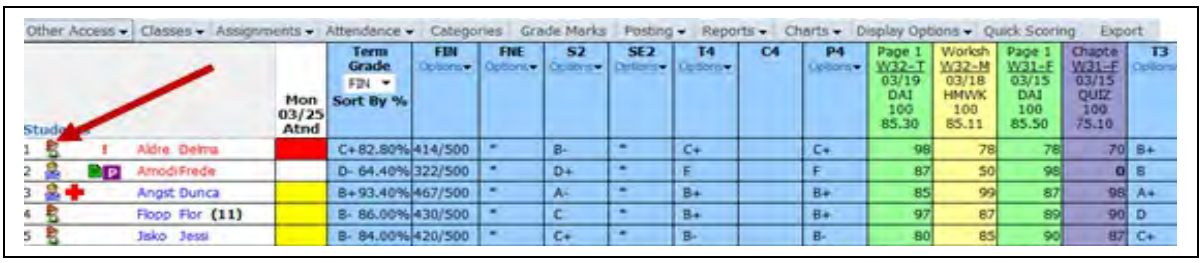


An online assignment template allows you to create an assignment/assessment for students. The assignment will be added to the Gradebook and be available for the student to complete online in Student Access. You can view additional information related to Online Assignment Templates in the Miscellaneous section of this guide.

Student Icon

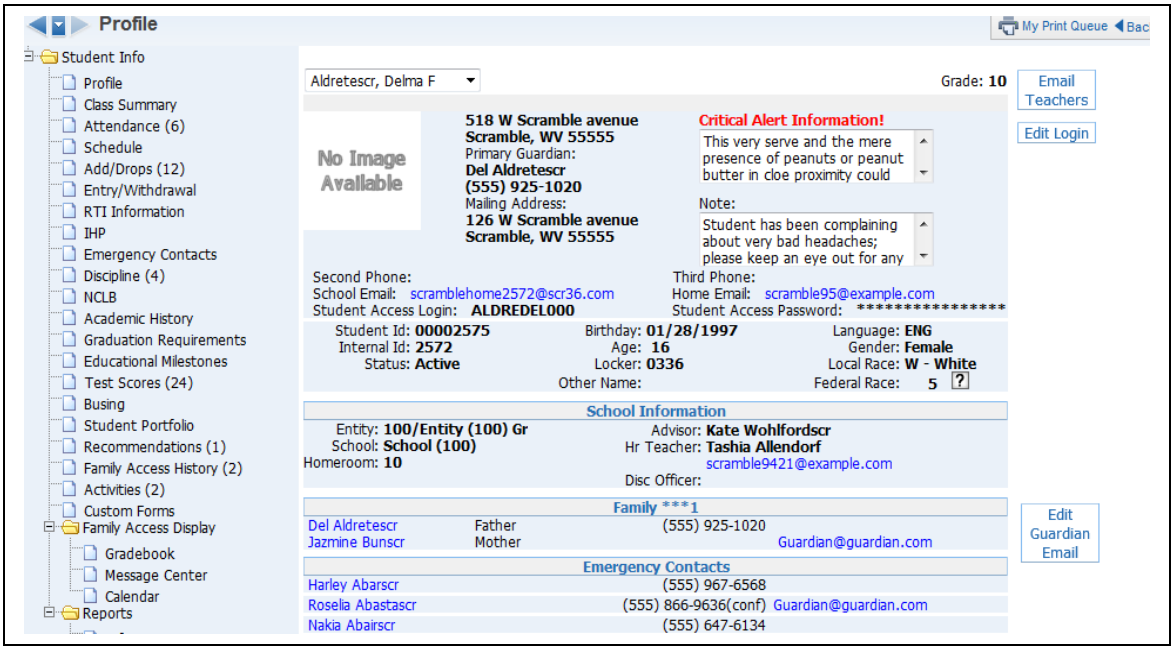
- Profile
- Class Summary
- Attendance
- Schedule
- Add/Drops
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Test Scores
- Busing
- Student Portfolio
- Recommendations
- Family Access History
- Activities
- Family Access Display
- Gradebook
- Message Center
- Calendar
- Reports
- Information Report
- Multi-Class Progress Report
- Progress Report Letter

The Student Icon allows you to view information about a specific student.



Click on the **Student Icon** (picture of the boy or girl) in your Gradebook.

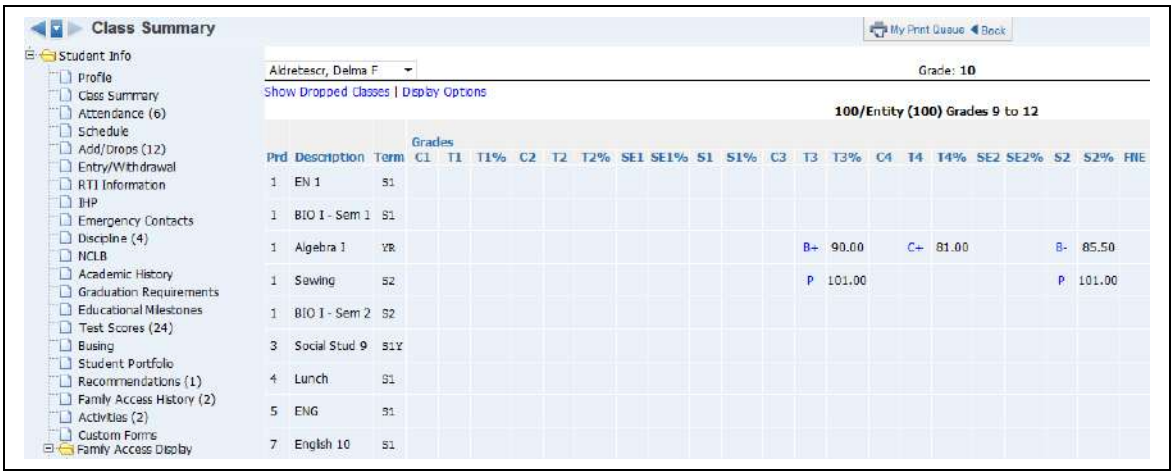
Student Profile: This page gives basic information about the selected student, including: Address, Phone number, Guardians, Family, and Emergency Contacts.



The Profile screen also allows you to email the student, the student's teachers and guardian. Click the student or parent email address to create the email. Also, you can click the parent or emergency contact name to display additional information for that person.

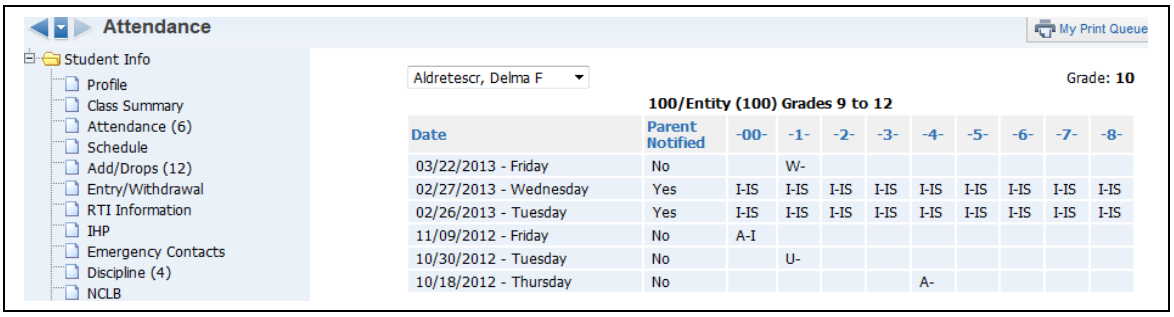
When you are in the **Student Icon** area, you can use the student drop-down menu to select other students in the class.

Class Summary



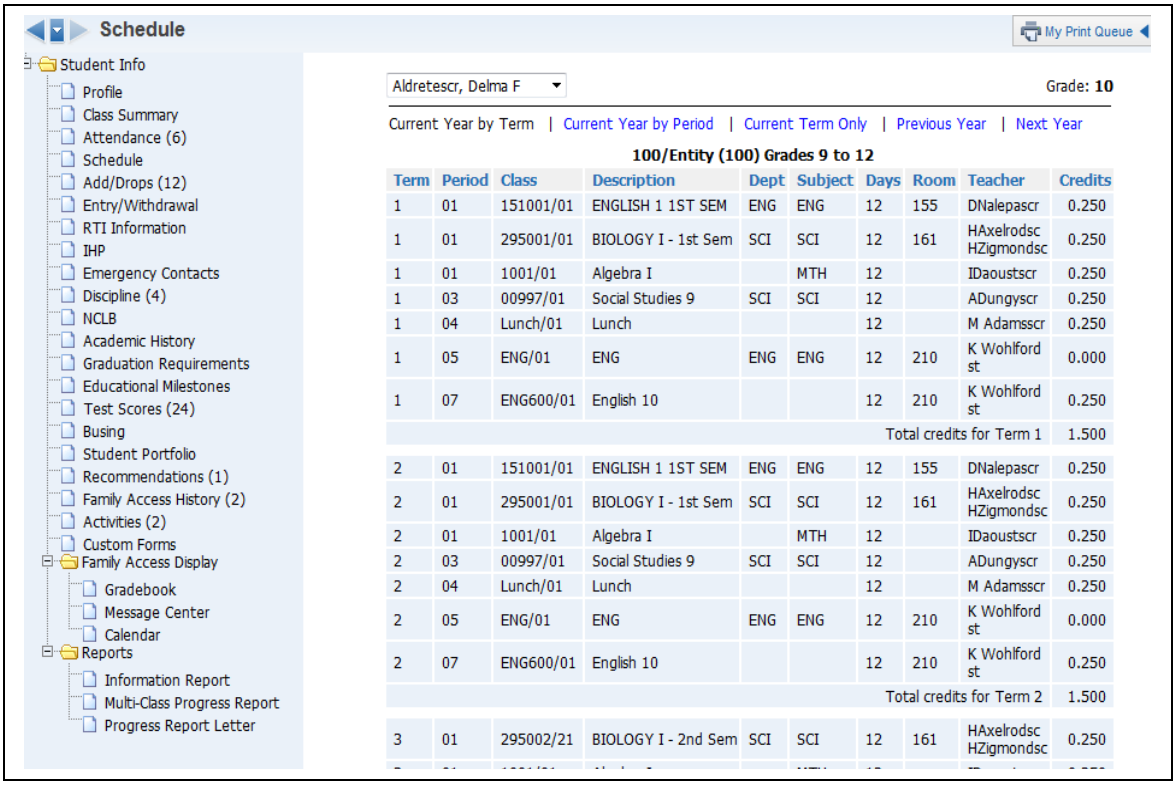
Class Summary shows the classes in which the student is enrolled. You can see current and past grades for the class as well as attendance for the current and past week.

Attendance



This shows the dates and times when the student has been not present in school. There is also a box that showing whether the parent has been notified.

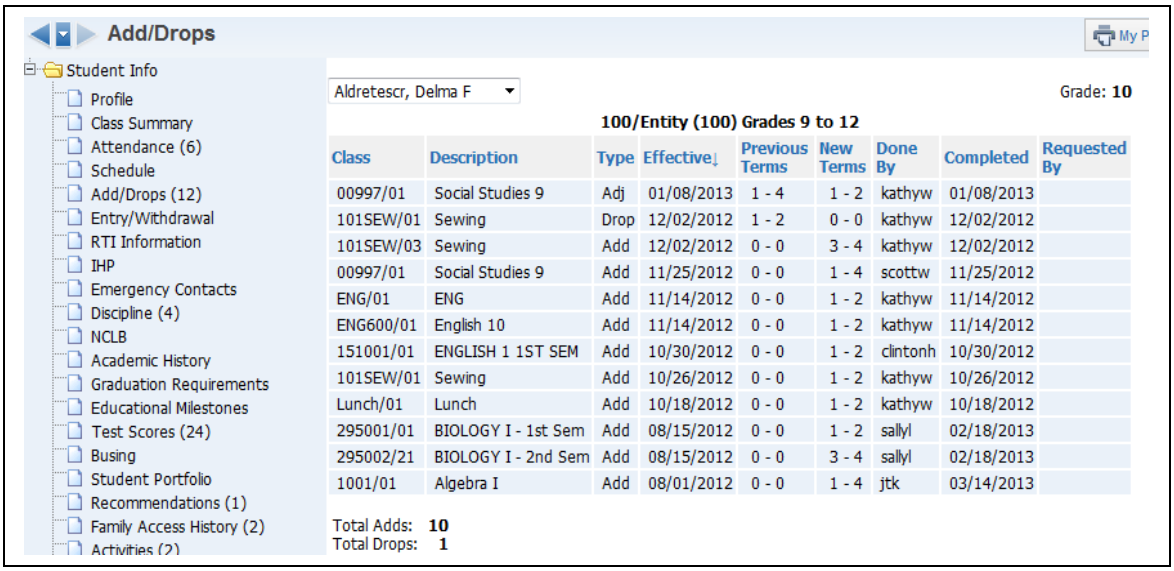
Schedule



Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
1	01	151001/01	ENGLISH 1 1ST SEM	ENG	ENG	12	155	DNalepascr	0.250
1	01	295001/01	BIOLOGY I - 1st Sem	SCI	SCI	12	161	HAxelrodsc HZigmondsc	0.250
1	01	1001/01	Algebra I		MTH	12		IDaoustscr	0.250
1	03	00997/01	Social Studies 9	SCI	SCI	12		ADungyscr	0.250
1	04	Lunch/01	Lunch			12		M Adamsscr	0.250
1	05	ENG/01	ENG	ENG	ENG	12	210	K Wohlford st	0.000
1	07	ENG600/01	English 10			12	210	K Wohlford st	0.250
								Total credits for Term 1	1.500
2	01	151001/01	ENGLISH 1 1ST SEM	ENG	ENG	12	155	DNalepascr	0.250
2	01	295001/01	BIOLOGY I - 1st Sem	SCI	SCI	12	161	HAxelrodsc HZigmondsc	0.250
2	01	1001/01	Algebra I		MTH	12		IDaoustscr	0.250
2	03	00997/01	Social Studies 9	SCI	SCI	12		ADungyscr	0.250
2	04	Lunch/01	Lunch			12		M Adamsscr	0.250
2	05	ENG/01	ENG	ENG	ENG	12	210	K Wohlford st	0.000
2	07	ENG600/01	English 10			12	210	K Wohlford st	0.250
								Total credits for Term 2	1.500
3	01	295002/21	BIOLOGY I - 2nd Sem	SCI	SCI	12	161	HAxelrodsc HZigmondsc	0.250

This shows the student's current, past and future schedules. The capability to view the future schedule will depend upon the security access established by administration.

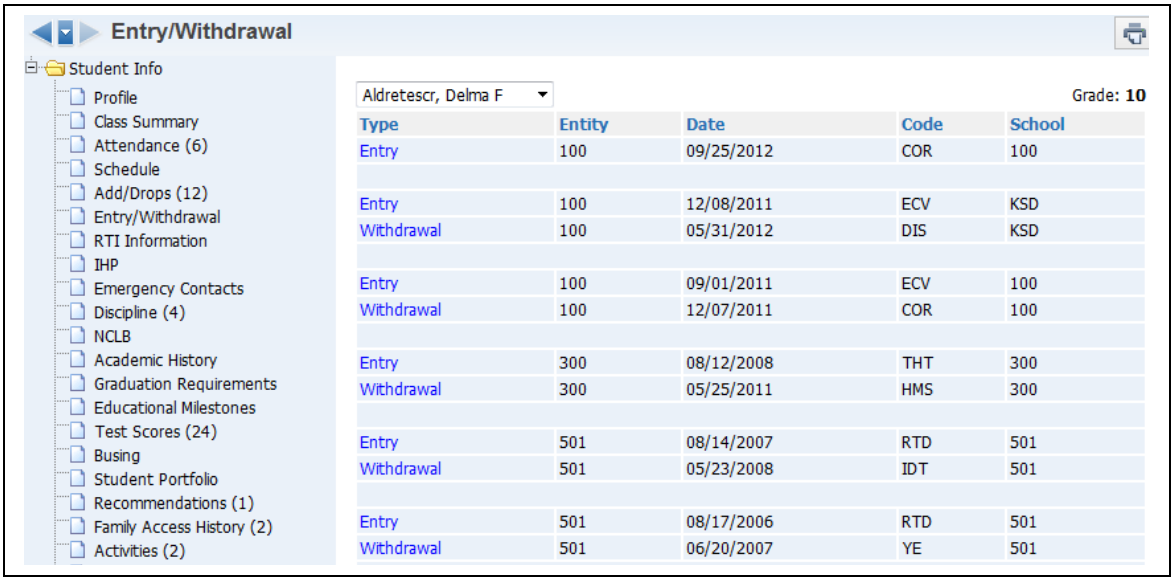
Add/Drops



Class	Description	Type	Effective	Previous Terms	New Terms	Done By	Completed	Requested By
00997/01	Social Studies 9	Adj	01/08/2013	1 - 4	1 - 2	kathyw	01/08/2013	
101SEW/01	Sewing	Drop	12/02/2012	1 - 2	0 - 0	kathyw	12/02/2012	
101SEW/03	Sewing	Add	12/02/2012	0 - 0	3 - 4	kathyw	12/02/2012	
00997/01	Social Studies 9	Add	11/25/2012	0 - 0	1 - 4	scottw	11/25/2012	
ENG/01	ENG	Add	11/14/2012	0 - 0	1 - 2	kathyw	11/14/2012	
ENG600/01	English 10	Add	11/14/2012	0 - 0	1 - 2	kathyw	11/14/2012	
151001/01	ENGLISH 1 1ST SEM	Add	10/30/2012	0 - 0	1 - 2	clintonh	10/30/2012	
101SEW/01	Sewing	Add	10/26/2012	0 - 0	1 - 2	kathyw	10/26/2012	
Lunch/01	Lunch	Add	10/18/2012	0 - 0	1 - 2	kathyw	10/18/2012	
295001/01	BIOLOGY I - 1st Sem	Add	08/15/2012	0 - 0	1 - 2	sallyl	02/18/2013	
295002/21	BIOLOGY I - 2nd Sem	Add	08/15/2012	0 - 0	3 - 4	sallyl	02/18/2013	
1001/01	Algebra I	Add	08/01/2012	0 - 0	1 - 4	jtk	03/14/2013	

This shows you the student's adds/drops of classes for the current year. It provides the class, date of change and who completed the scheduling modification.

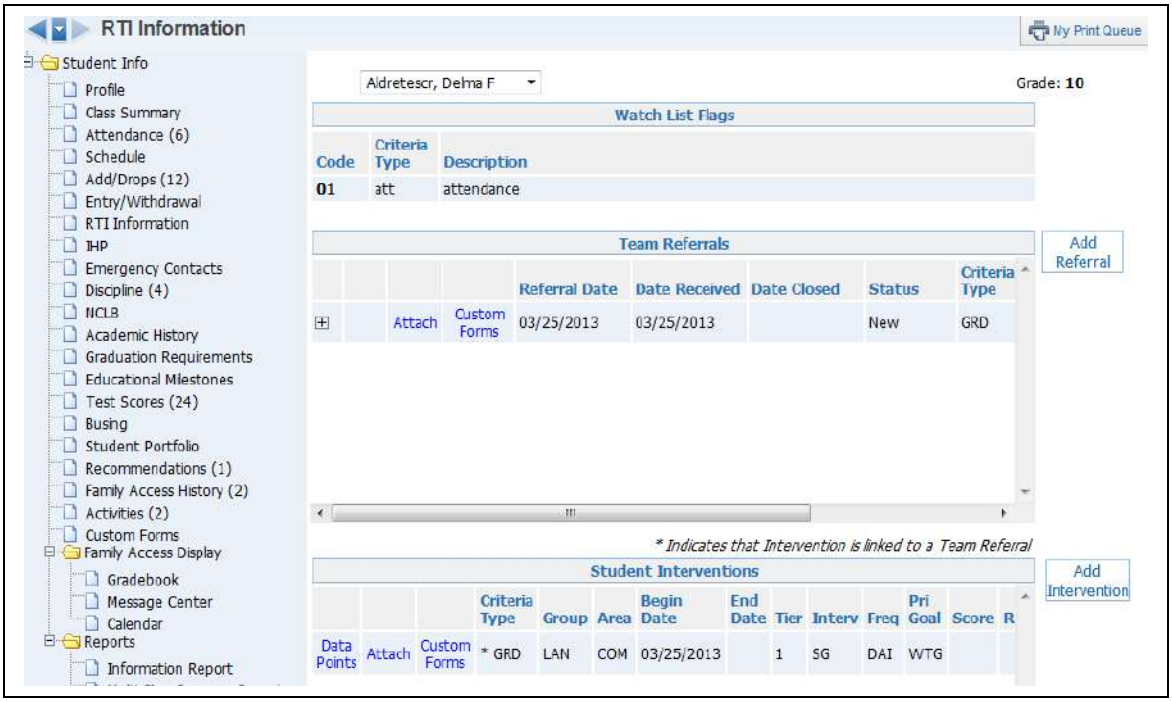
Entry/Withdrawal



Type	Entity	Date	Code	School
Entry	100	09/25/2012	COR	100
Entry	100	12/08/2011	ECV	KSD
Withdrawal	100	05/31/2012	DIS	KSD
Entry	100	09/01/2011	ECV	100
Withdrawal	100	12/07/2011	COR	100
Entry	300	08/12/2008	THT	300
Withdrawal	300	05/25/2011	HMS	300
Entry	501	08/14/2007	RTD	501
Withdrawal	501	05/23/2008	IDT	501
Entry	501	08/17/2006	RTD	501
Withdrawal	501	06/20/2007	YE	501

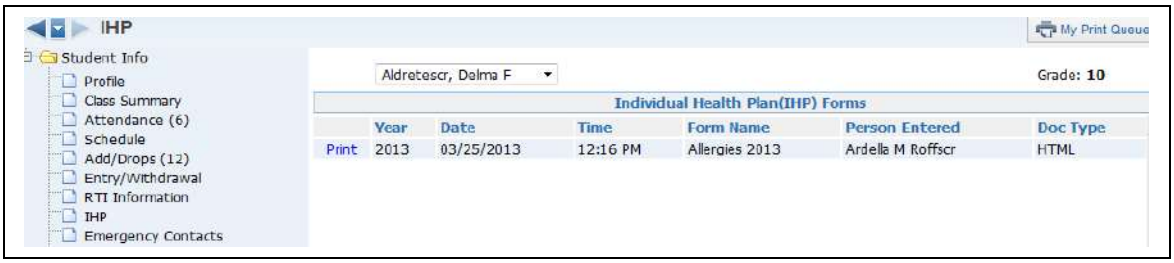
The Entry/Withdrawal screen shows you information about when the student withdrew and/or entered certain schools/entities.

RTI Information



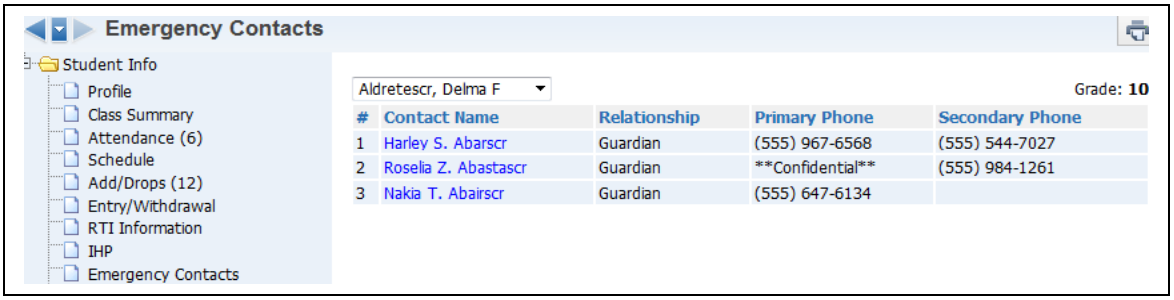
The Response to Intervention page shows the student's various interventions, referrals and their watch lists. Response to Intervention is a separate module the district must purchase in order to maintain RTI information.

IHP (Individual Health Plan)



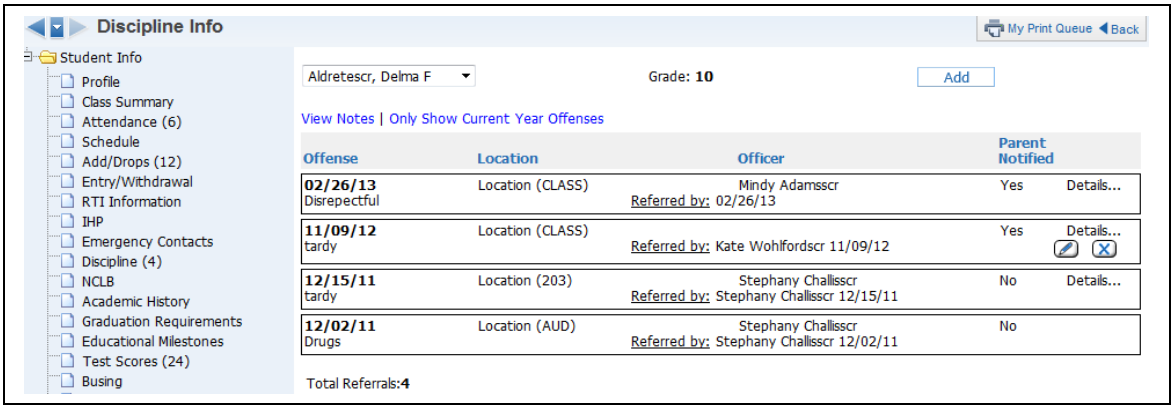
The IHP will show the student's health plan (for example, an Asthma or Seizure Plan). You can view the IHP by clicking **Print**. The district must purchase the Health Records module in order to maintain IHP records for students.

Emergency Contacts



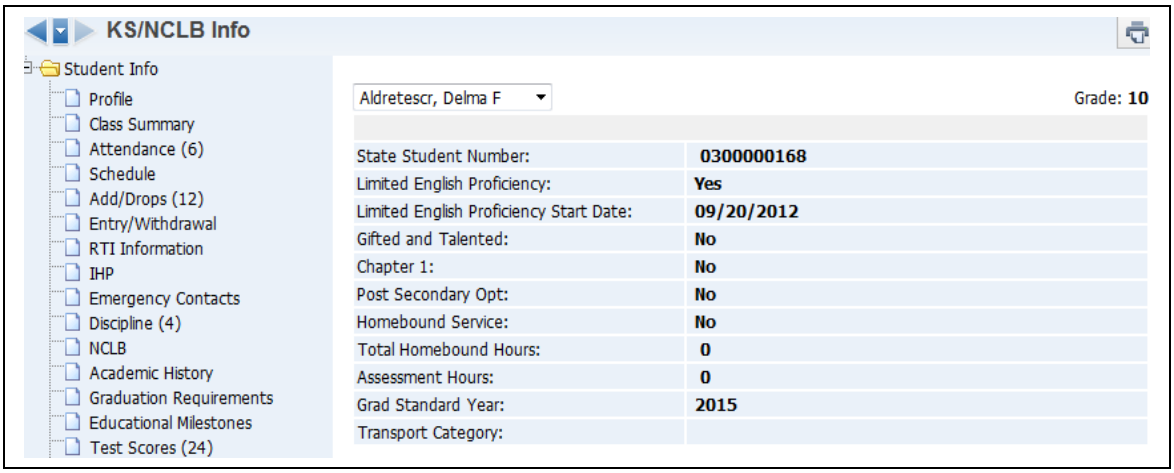
The Emergency Contact page shows the student's emergency contacts and the primary/secondary phone numbers attached to the contact.

Discipline



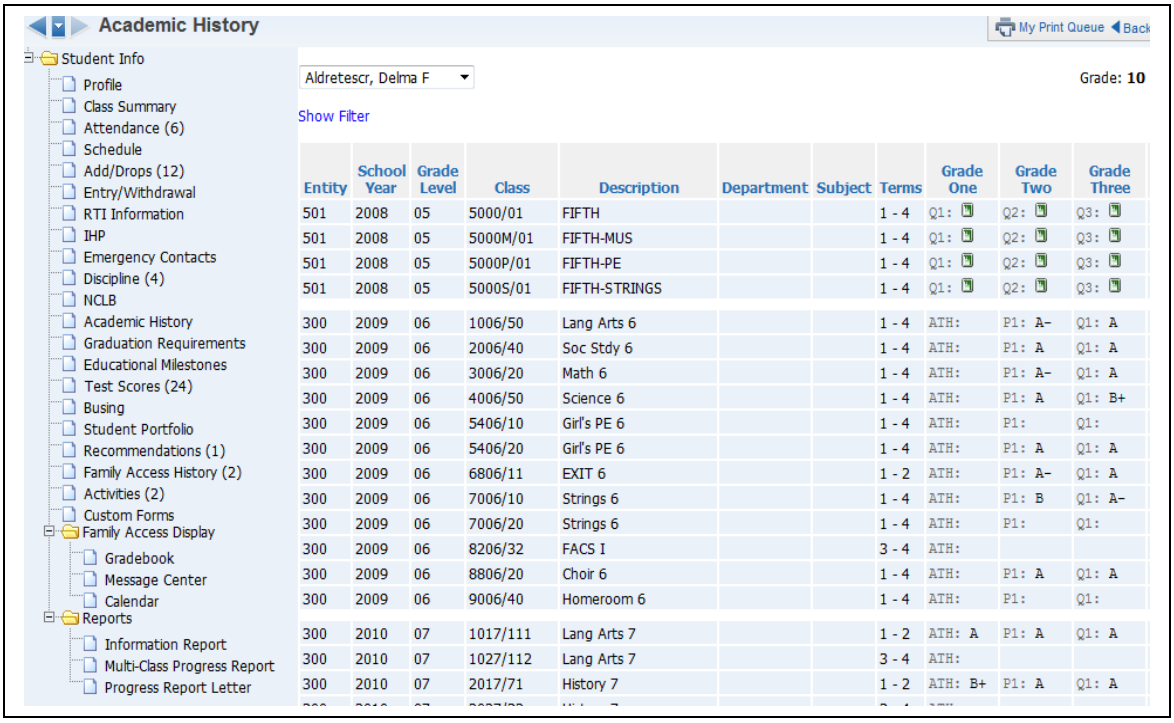
The Discipline page shows the offense records attached to the student. You may have the capability to create a discipline referral depending upon security access.

NCLB



The No Child Left Behind page shows selected state information t collected on the student within the entity. This is used for state/ federal reporting purposes.

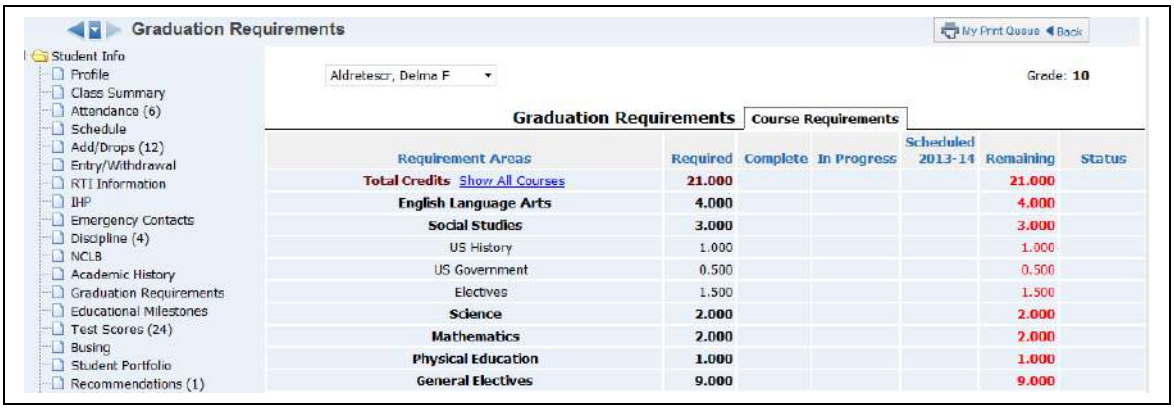
Academic History



Entity	School Year	Grade Level	Class	Description	Department	Subject	Terms	Grade One	Grade Two	Grade Three
501	2008	05	5000/01	FIFTH			1 - 4	Q1:	Q2:	Q3:
501	2008	05	5000M/01	FIFTH-MUS			1 - 4	Q1:	Q2:	Q3:
501	2008	05	5000P/01	FIFTH-PE			1 - 4	Q1:	Q2:	Q3:
501	2008	05	5000S/01	FIFTH-STRINGS			1 - 4	Q1:	Q2:	Q3:
300	2009	06	1006/50	Lang Arts 6			1 - 4	ATH:	P1: A-	Q1: A
300	2009	06	2006/40	Soc Stdy 6			1 - 4	ATH:	P1: A	Q1: A
300	2009	06	3006/20	Math 6			1 - 4	ATH:	P1: A-	Q1: A
300	2009	06	4006/50	Science 6			1 - 4	ATH:	P1: A	Q1: B+
300	2009	06	5406/10	Girl's PE 6			1 - 4	ATH:	P1:	Q1:
300	2009	06	5406/20	Girl's PE 6			1 - 4	ATH:	P1: A	Q1: A
300	2009	06	6806/11	EXIT 6			1 - 2	ATH:	P1: A-	Q1: A
300	2009	06	7006/10	Strings 6			1 - 4	ATH:	P1: B	Q1: A-
300	2009	06	7006/20	Strings 6			1 - 4	ATH:	P1:	Q1:
300	2009	06	8206/32	FACS I			3 - 4	ATH:		
300	2009	06	8806/20	Choir 6			1 - 4	ATH:	P1: A	Q1: A
300	2009	06	9006/40	Homeroom 6			1 - 4	ATH:	P1:	Q1:
300	2010	07	1017/111	Lang Arts 7			1 - 2	ATH: A	P1: A	Q1: A
300	2010	07	1027/112	Lang Arts 7			3 - 4	ATH:		
300	2010	07	2017/71	History 7			1 - 2	ATH: B+	P1: A	Q1: A

Academic History shows the student's grade history from initial entry into the system. It will show the student's grades, classes and school year.

Graduation Requirements

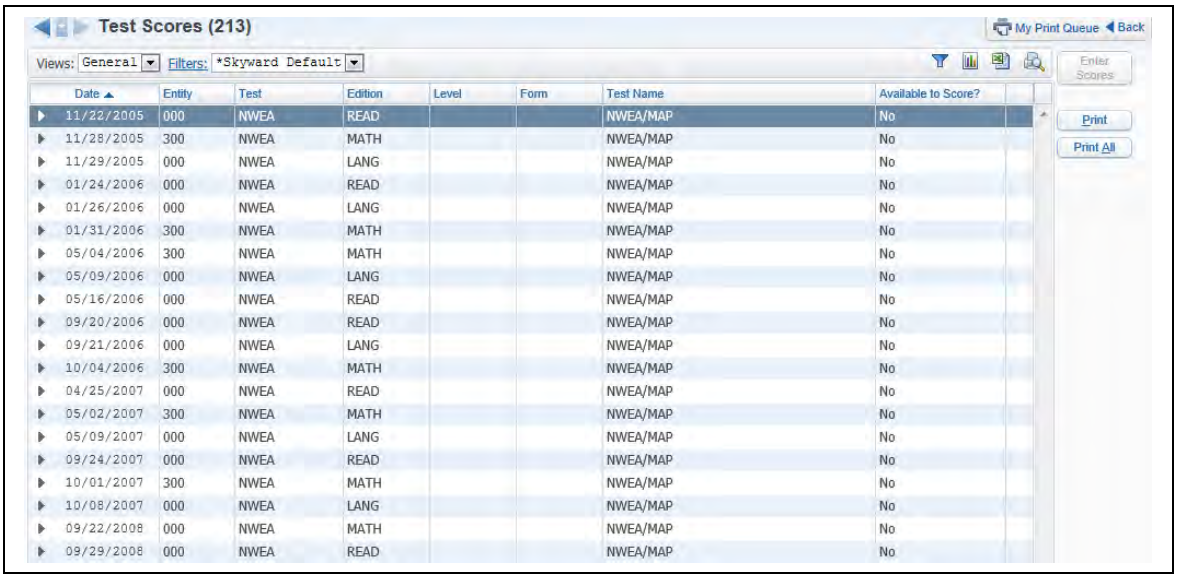


The Graduation Requirements show progress based on the student's earned credits and how many more are required before the student can graduate. You will see this option only if the district has purchased the Graduation Requirements module.

Educational Milestones

The Educational Milestones option displays an additional requirement the student must fulfill.

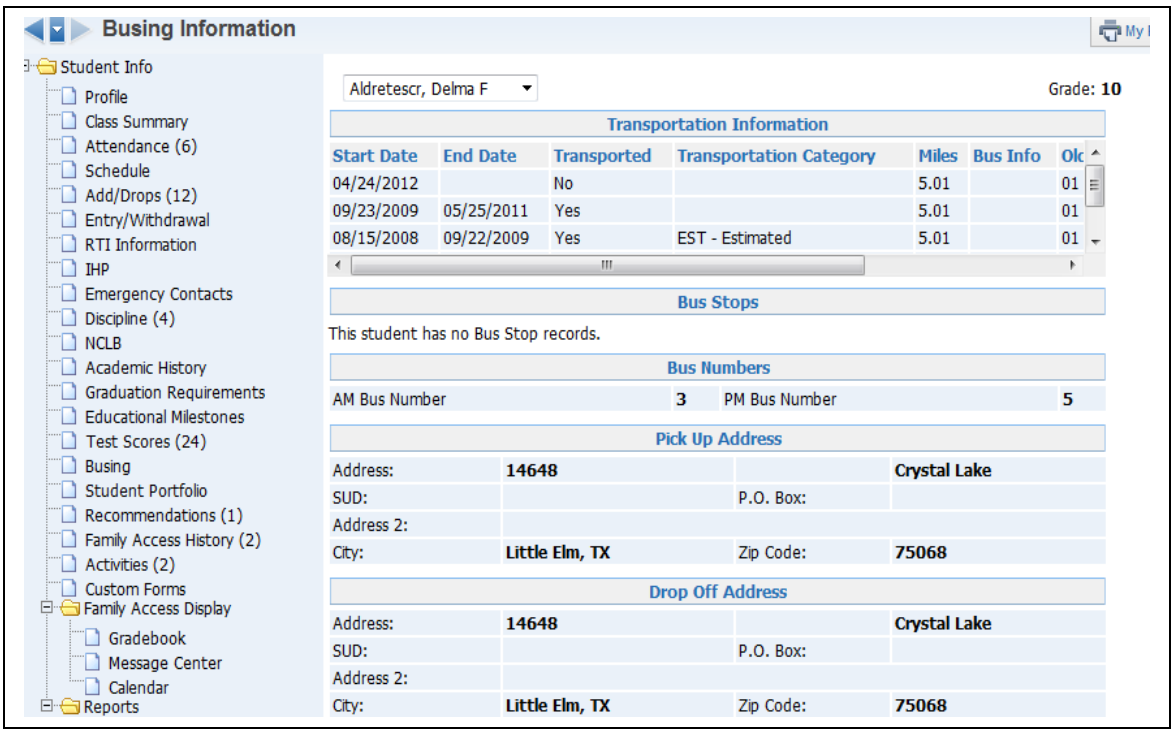
Test Scores



Date	Entity	Test	Edition	Level	Form	Test Name	Available to Score?
11/22/2005	000	NWEA	READ			NWEA/MAP	No
11/28/2005	300	NWEA	MATH			NWEA/MAP	No
11/29/2005	000	NWEA	LANG			NWEA/MAP	No
01/24/2006	000	NWEA	READ			NWEA/MAP	No
01/26/2006	000	NWEA	LANG			NWEA/MAP	No
01/31/2006	300	NWEA	MATH			NWEA/MAP	No
05/04/2006	300	NWEA	MATH			NWEA/MAP	No
05/09/2006	000	NWEA	LANG			NWEA/MAP	No
05/16/2006	000	NWEA	READ			NWEA/MAP	No
09/20/2006	000	NWEA	READ			NWEA/MAP	No
09/21/2006	000	NWEA	LANG			NWEA/MAP	No
10/04/2006	300	NWEA	MATH			NWEA/MAP	No
04/25/2007	000	NWEA	READ			NWEA/MAP	No
05/02/2007	300	NWEA	MATH			NWEA/MAP	No
05/09/2007	000	NWEA	LANG			NWEA/MAP	No
09/24/2007	000	NWEA	READ			NWEA/MAP	No
10/01/2007	300	NWEA	MATH			NWEA/MAP	No
10/08/2007	000	NWEA	LANG			NWEA/MAP	No
09/22/2008	000	NWEA	MATH			NWEA/MAP	No
09/29/2008	000	NWEA	READ			NWEA/MAP	No

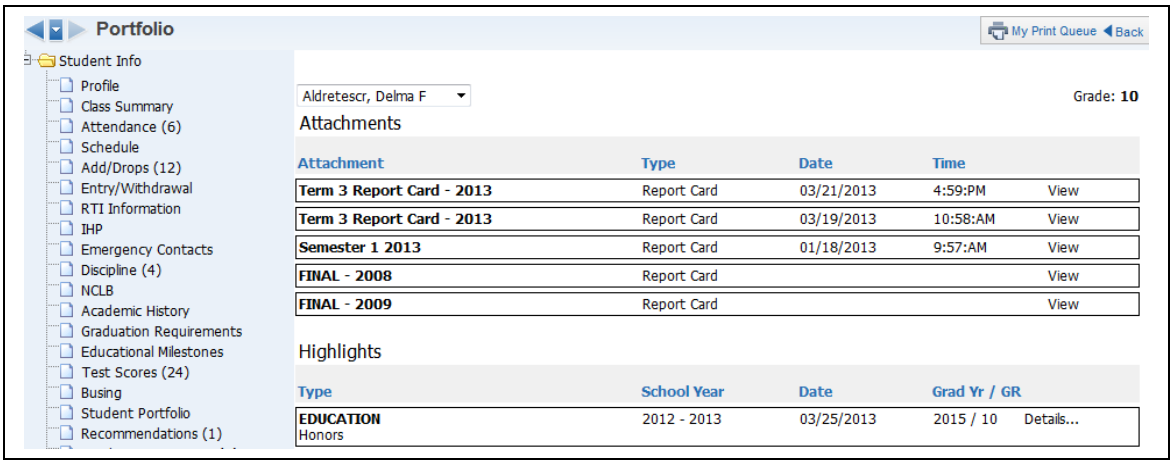
The Test Scores option lets you view how your students performed on standardized tests. Depending upon the setup of the test, you may have the capability to enter scores.

Busing



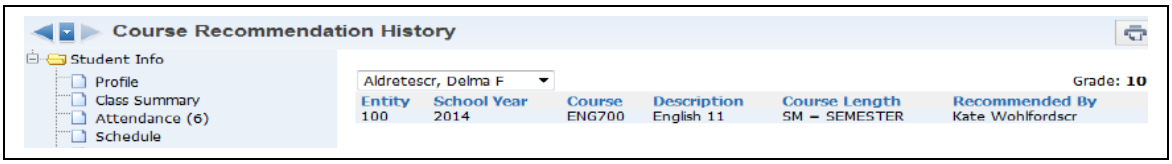
The Busing page shows all busing information attached to the student. It shows the bus numbers, route, bus stops, and transportation information.

Student Portfolio



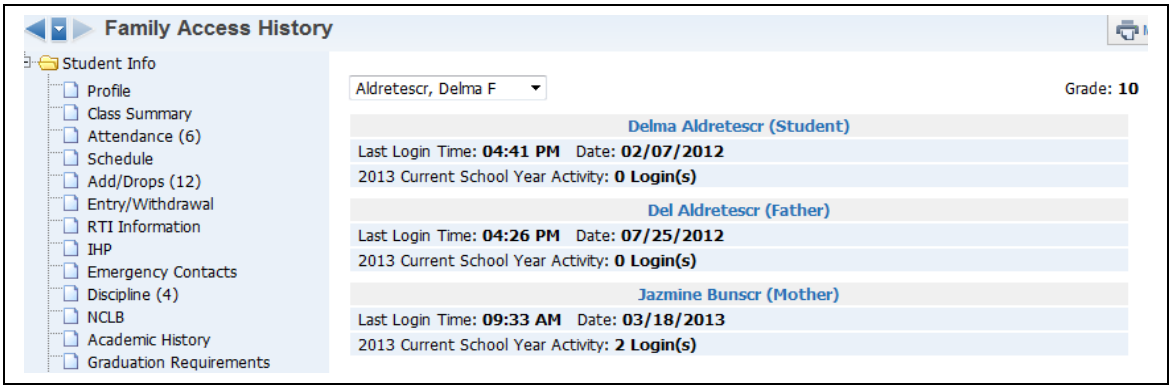
The Student Portfolio gives you the capability to view attachments and highlights for the student.

Recommendations



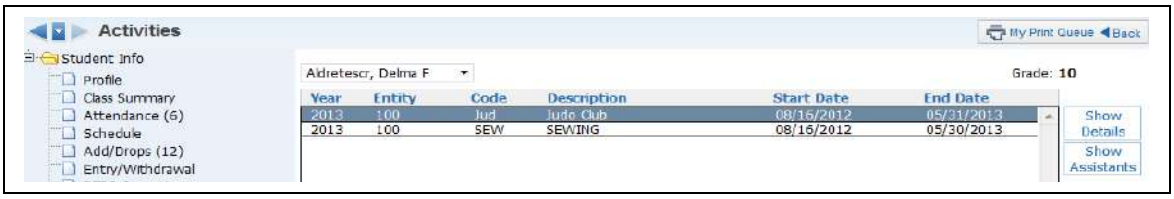
The Course Recommendations area allows you to view the courses recommended for the student.

Family Access History



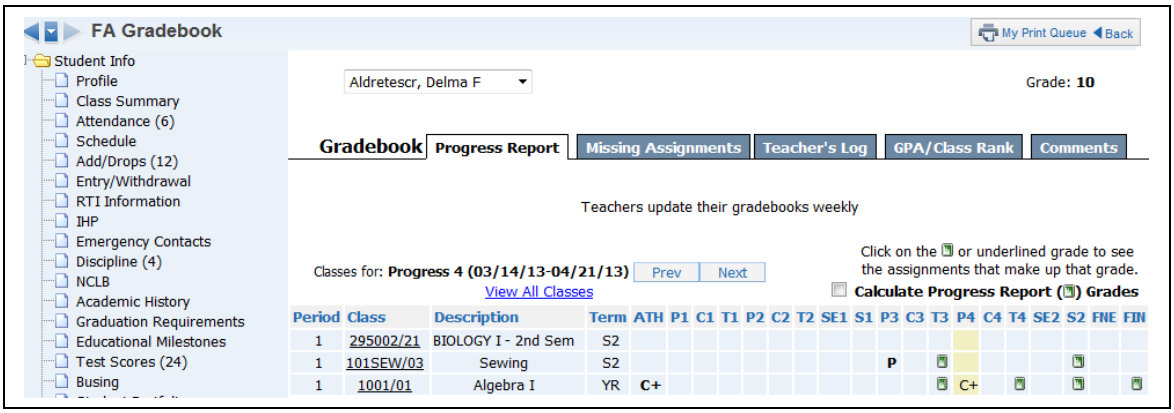
Family Access History allows you to see how many times the family and student have logged in, as well as the last time someone logged in.

Activities



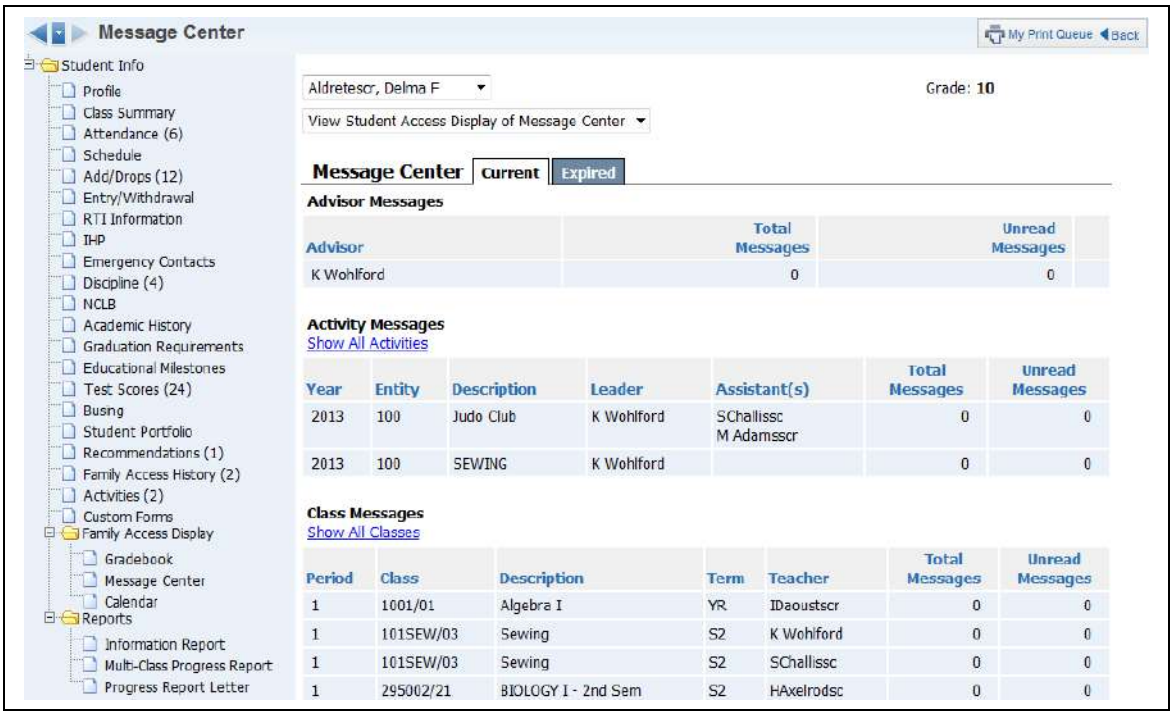
The Activities page shows the activities in which the student is enrolled.

Family Access Display Gradebook



The Family Access Display - Gradebook shows how the grade information will look in Family/Student Access. This displays the grades for every class in the student's schedule. You can also view the Missing Assignments, Teacher Log, GPA/Class Rank and Report Card Comments.

Message Center

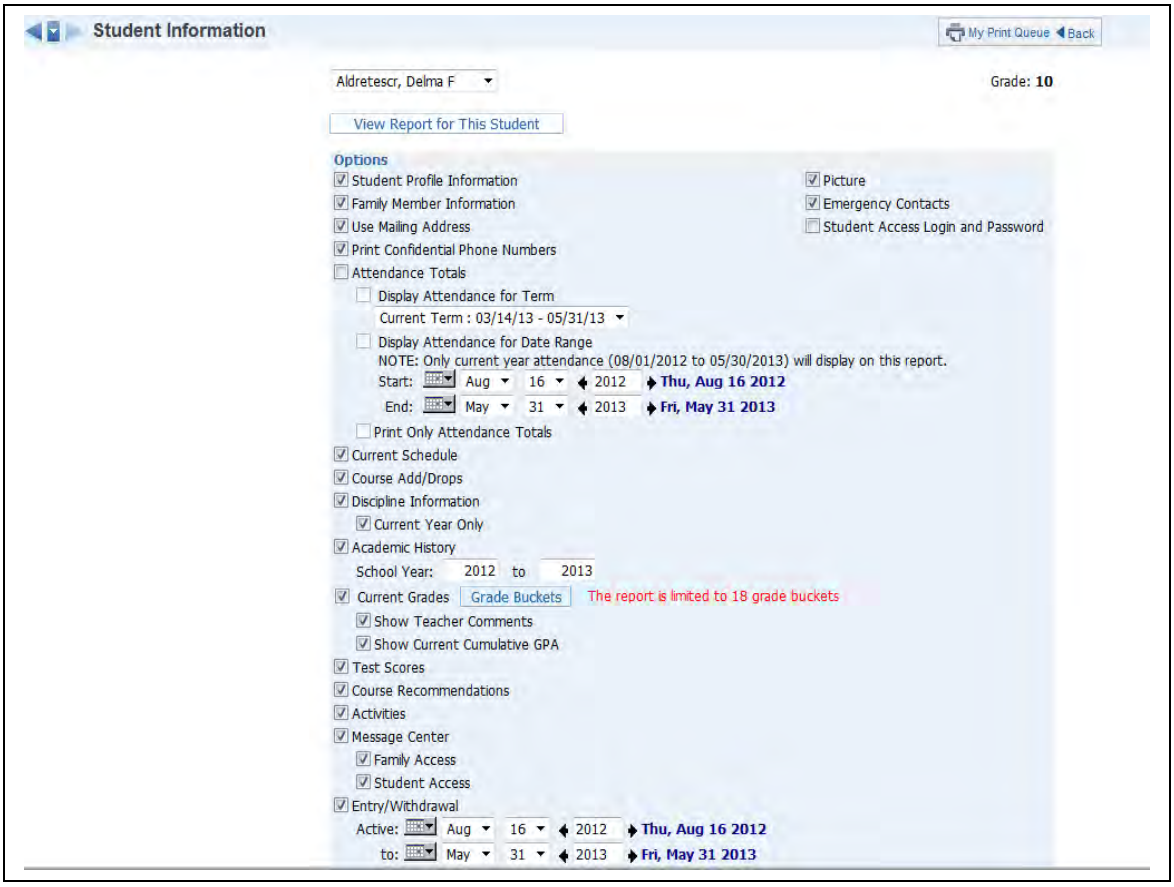


With the Message Center screen, you can see all the messages that have been created. You also have the capability to see whether the message was read in Family/Student Access.

Calendar

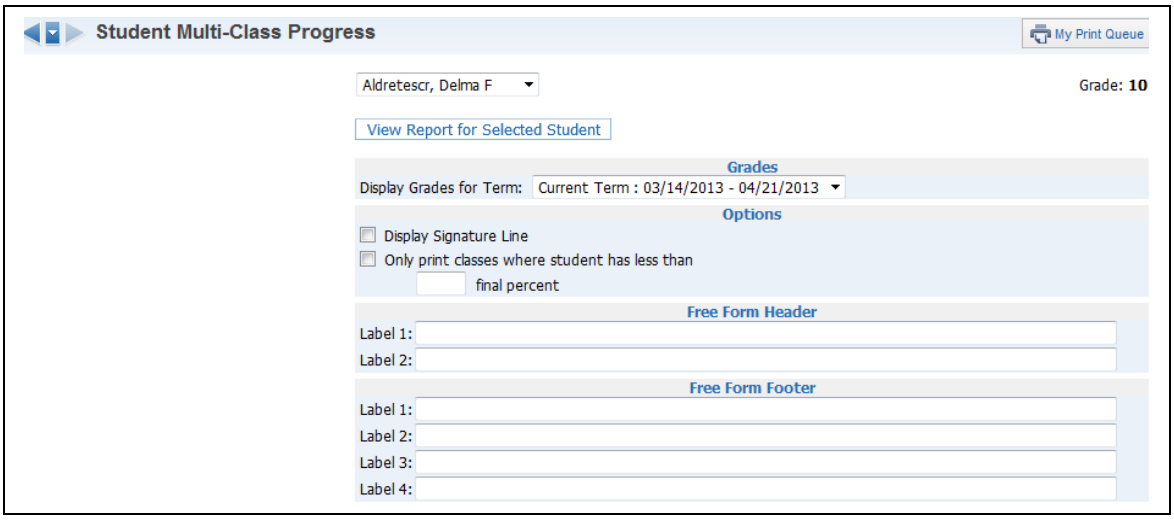
The Calendar screen shows you what the family/student can see when they look at the calendar in Family/Student Access.

Reports
Information Report



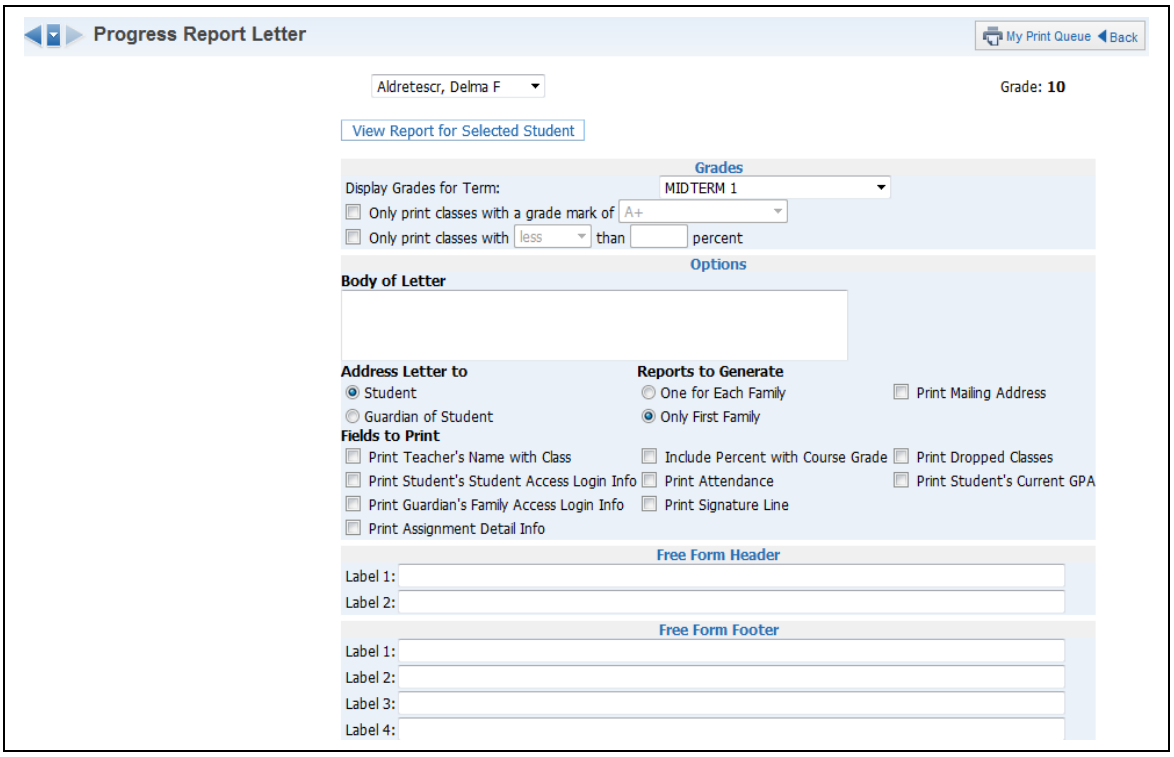
The Student Information Report prints an assortment of student information. The information you can print depends upon security access to information in My Students.

Multi-Class Progress Report



The Multi-Class Progress Report shows the overall grade and category summary for the term specified.

Progress Report Letter



The Progress Report Letter allows you to create a report for parents/guardians that will print the selected student's current grades and/or assignment information for all classes in the student's schedule.