WebPams Gradebook Guide

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WebGradebook Guide

Contents

Starting WebPams Gradebook: WebPams Version

Using your Google Chrome browser, go to the Richland Parish Schools homepage and click the link to the gradebook.

At the start page, select the correct **School**, then **Year**. Enter your **User ID** and **Password**, then click **Sign In**.

⭐ **Important for Web Gradebook**: **Save** often and **Logout** when done! If stopping Web Gradebook for a moment to do some other task, be sure to save first!

Main Screen for WebPams – 3 sections – **Menu** Items, **Messages** from Edgear, **Stats** for district enrollment and ethnicity breakdown
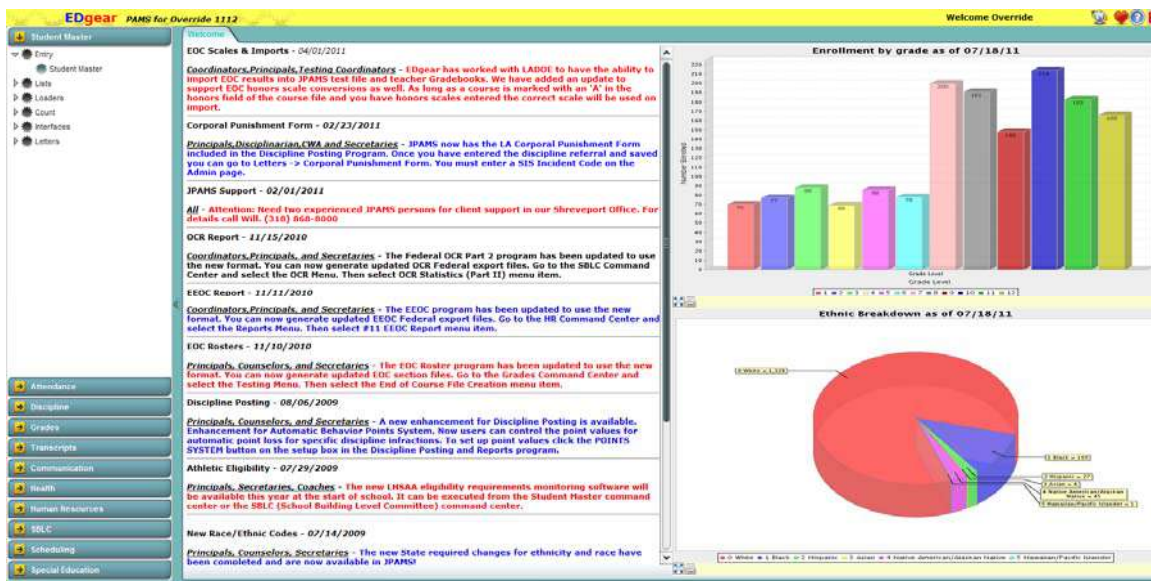
WebPams Gradebook

Click on WebGradebook to open the gradebook.

Setup Box appears – make changes, if necessary, and click OK.

At the bottom of the screen, choose Year; Teacher, if necessary; Course; Marking Period

Toolbar Icons
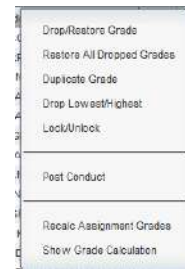
Tooltips are available for each icon. Just hold your mouse pointer (without clicking) over each icon and an explanation will appear.
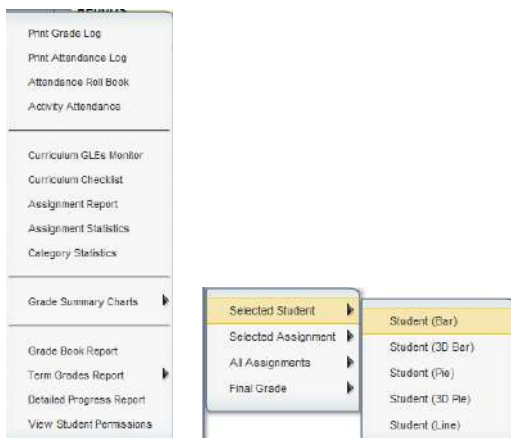

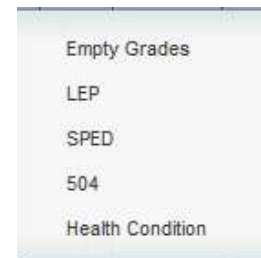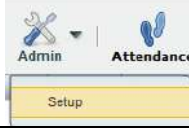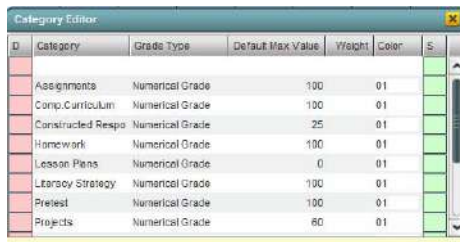|		
1. **Assignments:** Click to display the dropdown menu to access the **New** item which creates a **New Assignment** for the class section. Once an assignment is created, you can use the **Edit** item to make changes or the **Remove** item to remove or delete an assignment.		2. **Grades:** This menu allows you to use grades features.
3. **Reports:** Creates reports, logs, charts, etc. The Grade Summary Charts create different types charts dealing with assignments. The remainder of the items all give the same type of graphs dealing with the Selected Assignments, All		4. **Show Me:** Allows you to see Empty Grades, LEP students, and more to come.
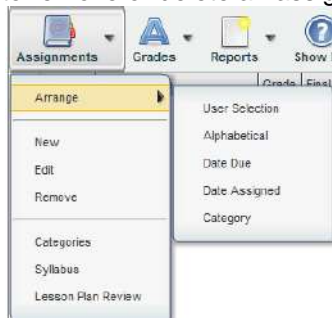
Assignments, and Final Grade.	
5. **Admin:** Allows administrators to preform tasks. 	6. **Attendance:** Allows teachers to complete daily attendance.
7. **Discipline:** Allows teachers to complete their sections of the Behavioral Form.	8. **Seating Chart:** Creates a seating chart for the students in each class.
9. **Save:** A very important item used to save grades entered on each assignment. This is a must to save the grades – whether new grades or changes to existing grades.	

Setting up Non Weighted Categories

Use categories to organize your gradebook, but is not mandatory. The categories creates items used as defaults and can be changed when entering a new assignment. This feature allows you to choose specific colors for the different types of assignments given in a class. (i.e. Test, Quiz, Term Paper, etc.) These categories will appear in the **Assignment Type** drop-down box when you create a new assignment.

1. To create categories, click on **Assignments** on the Menu Bar and choose **Categories** from the drop-down menu.

2. Click on **Blank line** to create a new category completing the Name of the category (i.e. Tests, Exams, Homework, etc). Select the **Grade Type**. Enter the default **Maximum Value** (this can be changed when creating an assignment) of points. Select a Color for the assignment type. When done, click **Save** (green box) to save the assignment category. Continue using the blank line to add additional assignments.

Setting up Weighted Categories

Please be aware that using weighted categories can sometimes be confusing to the students and parents . You will want to be sure that you fully understand and can explain the calculation method. The detailed progress reports will show the categories and weights.

This feature allows you to set categories that are based on percentages of the total grade. When a user creates assignments with weighted categories, no non-weighted categories can be used in combination with these weighted categories within a class section.

1. Use the same steps as the Non-Weighted Categories above.

2. In the **Weight** field, enter the percentage that this category will use.

3. When done setting up weighted categories, click **Save** (green box)**.**

Important Note about Categories and Weights: All categories created in WebGradebook show for all classes. A user can have categories that are non-weighted for some classes and also have weighted categories for others.

The user needs to remember that if a weighted category is used on an assignment in a particular class, then all assignments in that class must be of a weighted category type. The gradebook will not calculate weighted and non-weighted assignments in the same class.

Entering Assignment Grades

1. Click **Assignments** then **New**.

2. Enter a title for the assignment in the **Assignment Title** field.

3. Click the drop down arrow in the **Category** field to pick the category of the assignment.

   a. **NOTE**: All assignments within a given class section must be the same type - either all are non-weighted or all weighted.

4. Click the drop down arrow in the **Grade Post Type** to identify the assignment as a **Numerical Grade, SNU Numeric, or SNU Letter** grade. If categories were created, this item is entered for the category.

5. If the subject is a core course (Math, Lang Arts, Social Studies, Science), a user can associate GLE's that are already preconfigured for the class. Click in the **Curriculum Unit** field. A list of Units specifically for the course will be displayed. Click to pick a **Unit**. The screen will then move to a listing of **Activities** for this unit of the course. A user can select one or more activities. Click the **Next** button to move to a listing of matching GLE's. Click the appropriate **GLE's** for the assignment. When done, click **Append to Objectives**, then **Close Window**. A nice feature of adding GLE's is that there is a GLE report that can give results of the GLE's covered in WebGradebook for the year.

   Example:

Curriculum Unit:	7
Curriculum Topic:	1, 4
Curriculum GLEs:	05,09g,15a

6. If a weighted **Assignment Type** category was chosen, the **Weight Value** will be displayed.

Weight Value:	30

7. Based on the **Assignment Type** category chosen, a default **Maximum Value** (Points possible) will be displayed. If the user wishes to change the **Maximum Value**, click in the field, backspace out the existing value, and enter the desired amount. If there are **Bonus Points** possible, enter them in the **Bonus Points** field. Enter the **Date Assigned** and **Date Due** fields.

8. If you wish to copy the assignment to other classes, click the **Copy to Other Sections** button, or if not, click **Save** to enter the assignment to this section only.

9. A new column for the assignment will now be displayed in the grade book. Double click in the first cell, then begin to type the grade for the assignment. To move to the next cell, simply tap the ENTER button or the DOWN arrow and the active cell will drop down to the next student. After entering the grades, click on the **Save** icon (looks like a disk) at the top of the tool bar.

Entering Exam Grades in WebGradebook

Posting of exam results is done the same as posting assignments, with one variation. We pick the exam grading period to post the grade result.

Important:

A. **This only needs to be followed if your school/district posts exam results as a separate grade item.**
Example: To determine a final, a district requires an average from grading period 1, grading period 2, and an exam. These are all averaged together for a final. Contact your JPams Coordinator if you are unsure as to how exam results are posted in your district / school.

B. **EOC exam results are imported electronically for the teacher**

1. In WebGradebook, locate the **Marking Pd** field on the lower right. Click and select one of the following based on your schedule type: If unsure which to choose, check with your JPams District Coordinator.

2. Repeat the steps as described in the previous section (**Entering Assignment Grades**). The only difference is that you will post one assignment for the exam score.

   a. On the top row of menu commands, click **Assignments** then **New**.

   b. Enter a title for the exam in the **Assignment Title** field.

   c. For the **Assignment Type**, leave it set to **(None)**. Do not choose a category. This is the only score that will be posted for this **"Marking Pd"** of **1ˢᵗ Sem Exam,** therefore no category or weight is needed.

   d. Click the drop down arrow in the **Grade Post Type** to identify the assignment as a **Numerical Grade.**

   e. Enter a **Maximum Value** (Points possible). If there are **Bonus Points** possible, enter them in the **Bonus Points** field. Enter the **Date Assigned** and **Date Due** fields.

3. After entering the information, click **Save**.

4. A new column for the exam results will be displayed in the grade book. Double click in the first cell, then begin to type the grade for the exam. To move to the next cell, simply tap the ENTER button or the DOWN arrow and the active cell will drop down to the next student. After entering the grades, click on the **Save** icon at the top of the tool bar.

5. **TIP**: Want to review the grades for the year in one place? In the menu bar, click **Reports,** then **Term Grades Report.** Click **OK** at the lengthy text box. You will then see all students in the course with the grade averages for all grading periods and exams on one sheet.

Grade Types

1. **Numerical Grade**: This type will permit the entering of numeric grades **such as 95, 78, 30, etc...**. You can post the numerical value and use a decimal if desired. The equivalent alpha grade is determined based on your grading scale as set in your pupil progression setup. See Valid Grades section below.

2. **Letter Grade**: This type will permit **the entering of alpha** grades **such as A, B, C, etc...**. You would simply post the alpha or other grade. See Valid Grades **section below.**

3. **SNU Numeric Grade**: This type will permit the entering of numeric grades such as 20, 95, 80, etc…. The grade related to the score of SNU will be based on the scale setup in the Pupil Progression settings of JPams. You can use a decimal **if desired.** See Valid Grades **section below.**

4. **SNU Letter Grade:** This type will permit the entering of S, N, and U letters for student assignments.

Valid Grades

1. **Alpha:** Valid grades are A, B, C, D, and F.

2. **Numeric:** Valid grades are 0 to the **Maximum Point Value** and can be decimal. For example, you may opt to award a half point on a partially correct answer. Thus, you can post a 95.5 providing the value is within the assignment's total points possible.

3. **S, N, U Alpha:** Valid grades are S, N and U.

4. **S, N, U Numeric:** Valid grades are 0 – **Maximum Point Value** and can be decimal.

5. **Other:** Valid other grades are **E, I, P, R, W, X** and blank. These grades are always valid for any assignment. A black assignment grade is equivalent to the E grade below.

   E   Used to mark an assignment grade as exempt grade for a student and it is not counted as a part of the final marking period average.

   i   Used to mark an assignment as incomplete. The grading period average will include an "I" assignment in the possible points.

   P   Used in any assignment to signal the final marking period average as a passing (P) grade.

   R   Used in any assignment to signal the final marking period average as a readiness (R) grade

   W   Used in any assignment to signal the final marking period average as a withdrawal W grade.

   X   Used to mark an assignment grade as a grade where the student failed to make up an assignment. It is treated as a zero (0) in computing a final marking period average.

Syllabus

The syllabus lists all assignments and information about each one.

		Assignment	Category	Grade Post Type	Maximum Points	Bonus Points	Weight	Date Assigned	Date Due	Prerequisite(s)	Lock	Hide	Ob	Lp	Hw	Mo	Im	Ev
1	☐	August 16-20 Lesson Plans	Lesson Plans	Numerical Grade	0	0		2010-08-16	2010-08-20		☐	✔	✔	✔	✔	☐	✔	✔
2	☐	Aug 23- 27 Lesson Plans	Lesson Plans	Numerical Grade	0	0		2010-08-23	2010-08-27		☐	✔	✔	✔	✔	☐	✔	✔
3	☐	Aug 30-Sept 3 Lesson Plans	Lesson Plans	Numerical Grade	0	0		2010-08-27	2010-08-27		☐	✔	✔	✔	✔	☐	✔	✔
4	☐	Sept 6-10 Lesson Plans	Lesson Plans	Numerical Grade	0	0		2010-09-06	2010-09-10		☐	✔	✔	✔	✔	☐	✔	✔
5	☐	Sept 13-17 Lesson Plans	Lesson Plans	Numerical Grade	0	0		2010-09-13	2010-09-17		☐	✔	☐	✔	✔	☐	✔	✔
6	☐	Sept.20-24 Lesson Plans	Lesson Plans	Numerical Grade	0	0		2010-09-20	2010-09-24		☐	✔	✔	✔	✔	☐	✔	✔
7	☐	Test Chapter 2-1 to 2-4	Test	Numerical Grade	100	10		2010-09-21	2010-09-21		☐	☐	☐	☐	☐	☐	☐	☐
8	☐	LACCActivityRational Numbers	Comp.Curriculum	Numerical Grade	25	0		2010-09-17	2010-09-17		☐	☐	☐	☐	☐	☐	☐	☐
9	☐	Vocabulary Chapter 2	Vocabulary	Numerical Grade	20	0		2010-09-17	2010-09-17		☐	☐	☐	☐	☐	☐	☐	☐
10	☐	Rational Numbers Practice/Skills	Workbooks	Numerical Grade	65	0		2010-09-17	2010-09-17		☐	☐	☐	☐	☐	☐	☐	☐
11	☐	Test Distributive Property	Test	Numerical Grade	100	0		2010-09-10	2010-09-10		☐	☐	☐	☐	☐	☐	☐	☐
12	☐	Homework (1-1to1-3)	Homework	Numerical Grade	20	0		2010-08-26	2010-08-26		☐	☐	☐	☐	☐	☐	☐	☐
13	☐	Skills Practice and Practice Work	Worksheets	Numerical Grade	65	0		2010-08-26	2010-08-26		☐	☐	☐	☐	☐	☐	☐	☐
14	☐	EOC(end of course) Pre Test	Pretest	Numerical Grade	20	0		2010-08-26	2010-08-26		☐	☐	☐	☐	☐	☐	☐	☐
15	☐	Vocabulary Chapter 1	Vocabulary	Numerical Grade	20	0		2010-08-26	2010-08-26		☐	☐	☐	☐	☐	☐	☐	☐
16	☐	Test (1-1 thru 1-3) Expressions	Test	Numerical Grade	100	11		2010-08-26	2010-08-26		☐	☐	☐	☐	☐	☐	☐	☐
17	☐	Scholastic Pre test	Pretest	Numerical Grade	20	0		2010-08-19	2010-08-19		☐	☐	☐	☐	☐	☐	☐	☐
18	☐	Making Changes in math activity	Literacy Strategy	Numerical Grade	20	0		2010-08-19	2010-08-19		☐	☐	☐	☐	☐	☐	☐	☐

Copy	New	Edit	Delete	Print		Delete	Print

Duplicate a Grade

Sometimes it is handy to be able to duplicate a grade to all students on an assignment. The steps below describe how this can be done.

1. Create an assignment as described in the previous section.

2. Click the Duplicate icon in the toolbar, or click **Grades,** then **Duplicate Grade.**

3. Click to select the assignment to duplicate grades to. In the **Enter Grade Value** field, enter the grade to be duplicated. Click **Apply Duplicate.**

4. The grade will now display in each student's cell. If a single student did not make the duplicated grade, simply click in the cell, backspace the entry out, then enter the correct value, then tap the ENTER key or move down to the next student.

Posting GLE's in Gradebook

Associating assignments with GLE's helps the teacher and school track which GLE's have been covered before testing, and track how the students are doing on the GLE.

1. In the toolbar menu, click the **New** button to create a new assignment. Type in **Assignment Title**, **Assignment Type** and **Grade Post** type.

2. Click in box next to **Curriculum Unit**.

3. A box titled **Curriculum Units for Section** will appear. Select the appropriate unit by clicking next to the correct unit. Click the **Continue button at the bottom of this window.**

4. Another box will appear titled **Curriculum Topics for Unit**. Select one or more appropriate topic(s), then click the **Continue** button at bottom of screen

5. Another box appears titled **Curriculum GLE's For Unit**. Select appropriate GLE's for unit. When finished, click

Append to Objectives button at bottom.

6. The system will return to the **New** assignment box. You will now see your **Curriculum Unit**, **Topic**, and **GLE's** listed. Also, the GLE's will appear in the **Objectives** field of the assignment box. When done reviewing, click the **Save** button to place the assignment in WebGradebook. The assignment will be displayed on your gradebook page.

GLE Reports: Curriculum Checklist

Throughout the year you may want to check to see if you have completed required GLE's for your subject matter. This can be done by performing the following steps:

1. At top of the gradebook page in the menu bar, click **Reports**, then **Curriculum Checklist**.

2. The Curriculum Checklist page will be displayed with the following information:
   a. Unit/GLE Description
   b. Activity
   c. Assessed
   d. Date(s) taught

Transfer Students and Assignments in WebGradebook

When a student's schedule is changed during the middle of a grading period, or if a new student is gained in the middle of a grading period, it sometimes is necessary to take the average or points from the "old" class and make a transfer assignment in the "new" class.

There are two primary methods for accounting for the current grading period points earned in another class, whether it is in the same school, or from another school. Discuss with your district or school Principal to determine which method is desired.

Method 1: Enter a Grading Average from the Previous Class

1. In **WebGradebook**, create an assignment labeled "**Transfer Student**" or some other related title.

2. Make the assignment worth 100 points.

   Note: If this is a class with weighted categories (Ex. 30% Homework and 70% Tests), make two transfer assignments, one for each category.

   a. One for the first weighted category called "**Transfer Student** *category name 1"*

   b. Another for the other weighted category called "**Transfer Student** *category name 2*"

   c. If there are other weighted categories, repeat as needed.

3. Once the **Transfer Assignment** is made, duplicate a grade of **E** to all students. This will show that all other students are exempt from this assignment. The steps below explain how to duplicate a grade of "**E**" to all students.

   a. Click the **Duplicate** icon in the toolbar of **WebGradebook**.

   b. Click to place a check mark next to the "**Transfer Student**" assignment. Type an "**E"** in the **Enter Grade Value** field, then click the **Apply Duplicate** button. After doing this, you will see that all students will have a grade of "**E**" (Exempt) for the assignment "**Transfer Student**".
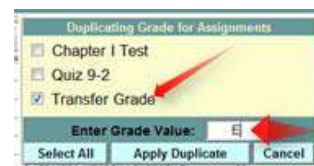
4. **Optional**: If a user wants to make the transfer assignment only display for the transfer student on progress reports and the student progress center, do the following steps:

      a.   In WebGradebook, click the name (column) of the transfer assignment. The column will turn yellow.

5.   Double click on the cell of the student just gained and backspace to clear the "**E**". Enter the average of the student coming in. Tap the **ENTER** key on the keyboard or move down to confirm the entry. The student's average will now include the average score from the previous class.

		Sidno	Students	GD	Transfer St...
	1	7040001	BLANCHARD, SHERRI L.	12	E
	2	5040637	BROUSSARD, BEVERLY R.	12	95
	3	5040638	BROUSSARD, CATHERINE J.	12	E
	4	5040650	CHAISSON, BEVERLY R.	12	E

6.   As other students are gained in the current grading period, the user would repeat step 5 for these new students in the "**Transfer Student**" assignment column.

Method 2: Enter Points Earned and Points Possible (raw score) From the Previous Class

In this scenario, the student is coming in having earned 180 out of 200 points in the previous class.

1.   In **WebGradebook**, create an assignment labeled "**Transfer *studentlastname***" or some other related title.

2.   Make the assignment worth the number of points possible from the previous class: (Ex: 200 points)

   Note: If this is a class with weighted categories (Ex. 30% Homework and 70% Tests), make two transfer assignments, on e for each weighted category:

      a.   One for the first weighted category called "**Transfer *studentlastname category 1*"**

      b.   Another for the other weighted category called "**Transfer *studentlastname category2***"

      c.   If there are other weighted categories, repeat as needed.

3.   Once the **Transfer *studentlastname*** is made, duplicate a grade of **E** to all students. This will show that all other students are exempt from this assignment. The steps below explain how to duplicate a grade of "**E**" to all students.

      a.   Click the **Duplicate** icon in the toolbar of **WebGradebook**.

      b.   Click to place a check mark next to the "**Transfer *studentlastname***" assignment. Type an "**E"** in the **Enter Grade Value** field, then click the **Apply Duplicate** button.

Duplicating Grade for Assignments
☐ Chapter I Test
☐ Quiz 9-2
☑ Transfer Grade
Enter Grade Value: E
Select All   Apply Duplicate   Cancel

      c.   Now all of the students will have a grade of "**E**" (Exempt) for the assignment "**Transfer *studentlastname***".

4.   Double click on the cell of the student just gained and backspace to clear the "**E**". Enter the points earned (180 in this example) by the student coming in. Tap the **ENTER** key on the keyboard or move down to confirm the entry. The student's average will now include the average score from the previous class.
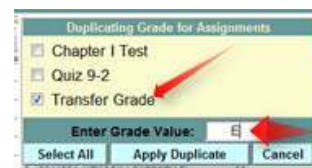
	1	7040001	BLANCHARD, SHERRI L.	12	E
	2	5040637	BROUSSARD, BEVERLY R.	12	E
	3	5040638	BROUSSARD, CATHERINE J.	12	E
	4	5040650	CHAISSON, BEVERLY R.	12	E
	5	5040641	COMPTON, ANGELA E.	12	180
	6	5040640	COMPTON, REBECCA E.	12	E
	7	5040667	DENNIS, STEPHANIE L.	12	E

5.   As other students are gained, repeat steps 1 – 5 to create a new "**Transfer *studentlastname***" for each student. Make the assignment worth the points possible, then enter the points earned while duplicating an "**E**" for all other students.

Attendance Posting at the Start of the Day

1.   From **WebGradebook**, click on your first period class and the current grading period. On the icon bar, click the **Attendance** button. Click on it. Your classroom attendance page will appear.

2. If your school posts start of the day attendance by **Homeroom**, click the **HM** button at the bottom of the screen. A listing of homeroom students will then appear.

3. If a student is absent, click on the blue cell that is labeled **1ˢᵗ**. The line will populate with appropriate attendance information.

4. When you are through posting attendance, click on the red **SignOff Roll Call** button at the top right.

5. A sign off box will appear. Enter a **Hand Lunch Count** if your school requires one. If a user wishes to send a memo to the office, click **Add Memo** and a notepad will appear to enter your note to the office. Click **OK** when done with memo. Then click **OK** on the Roll Call Verification window. If no memo is needed, then click **OK**.

6. **If a student is marked absent by mistake**: To delete the attendance posting, click on the **COD** (two digit code) field in which the student was marked as **Absent**. Choose the **"Delete Complete Attendance Record",** then click **OK**.

You will then be asked about the transaction.

Attendance Posting During the Day

1. When a new group of students comes into the class, in WebGradebook, select the section, then click the Attendance posting icon on the toolbar. A listing of students will appear. Students that were marked absent at the start of the day, or checked in later in the day, or left for the day will be displayed.

2. **To Post a Student Tardy for Class**: If a student is present at school, but did not get to class on time, the following steps would be taken:

   a. Click in the **Out** field (Check out time). A listing of attendance codes will appear. Choose **14 U Tardy to class.**

b. After selecting the code, a list of tardy reasons will be presented, organized by **E** for **Excused** or **U** for **Unexcused**. Select the **U** or **E** category for the desired tardy reason code.

c. After selecting the tardy reason code, if the student has previous tardy postings, a summary of tardy postings for the student will be displayed.

3. **To Post a Student as Skipping**:

   a. Locate the student in the attendance posting module. Click on the **Out** field (Check out time).

   b. A listing of codes will appear. Select **08 U Skipped.**

   c. When this is done, an automatic email will go to the Administrators of the school. Additionally, your school may wish you to contact the office.

4. **To Change a Skipped Posting to a Tardy Posting:**

   a. Locate the student in the attendance posting module. Click on the **COD** (two digit code) field in which the student was marked as **Skipped**.

b. You will be asked **Do you wish to change this to a tardy?** Answer **Yes** to change the skipped to a tardy and then choose the reason.

After clicking the reason the Skipped code is changed to the following:

GANAWAY , S   0:0   14   U   Locker   08   0011659

Discipline Posting

Check with your principal to see if your school allows teachers to post discipline.

The RefPG1 and RefPG 2 are entered by the teacher – same as the paper copy of the Behavior Form.

Teacher Posting of Conduct (Comments) in WebGradebook

In WebGradebook, conduct codes can be thought of as being similar to comment codes. Conduct codes provide a way for a teacher to further communicate progress to a student/guardian.

A listing of Conduct Comment Codes is provided at the end of this section. You will notice that many of the codes appear to be listed twice. This is because there is a "Negative" and "Positive" code for many attributes. For example, there is a negative "Honesty" code of "NP" while there is also a positive "Honesty" code of "PP".

Following the steps below will allow a teacher to post Conduct Codes in WebGradebook:

1. Open the desired class in WebGradebook.

2. Click on **Students** then **Post Conduct**.

     At least one grading assignment must be entered with grades to access the **Post Conduct** option.

3. A list of students will appear on the left and a listing of Conduct Codes will appear on the right.

4. Click on the column label **Conduct Codes** to sort them in alphabetical order.

5. The next step is best done by thinking in terms of groups of students. If a group of students are to be marked for a positive "Honesty" code, the teacher clicks in the blank area of "**C1**" (Conduct Code #1) for each student he/she wants to assign this code to. This places an "x" in the field next to the students.

6. Select the code to assign to these students by clicking on the code in the listing on the right. In our example, we will choose "PJ Effort". Clicking on this code will place the positive "Effort" conduct code for each student that had an "x". Note the three students selected now have the "Effort" code of "PJ" next to their names.

7. If a mistake is made, a code can be removed by clicking on the incorrect code. This will replace the former code with an "x". Then, click on the "blank" conduct code at the bottom of the list. The code will be removed.

8. Up to 12 conduct codes per student can be entered. You will find it is easiest to review the conduct code listing first and try to group students by code entry, but a user can enter conduct codes for an individual one at a time.

9. To print a list of the conduct codes assigned for this class, click on "Print".

10. Conduct codes posted will show in the following places:

    a. Report Cards

    b. Progress Reports

    c. Student Progress Center

11. If a teacher chooses to do so, conduct codes can be entered or changed during the nine weeks to fit the current status of the student. Doing this will allow the guardian/student to be up to date on the conduct of the student when checking progress reports or the Student Progress Center.

12. A complete listing of Conduct (Comment) codes, which can be obtained in clicking on the List button at the bottom of the screen, can be found on the next page.

Maintaining a Printed Copy of Grades

Note: All system data for all years are backed up in several locations, but it is wise to print copies of a gradebook to provide a safety check of grade data. Teachers are encouraged to print copies of the gradebook, particularly after entering a large number of grades and at key times (progress reports, end of grading period). Keeping these printouts handy in a folder or in the class record book will help if there are questions of the validity of grade data.

- Print a **Gradebook Report** for each class at progress report time.
- Print a **Gradebook Report** for each class at the end of each grading period. Attach this report to the Class Record Book or place in a secure folder.

You also have the option to save your gradebook report electronically. Just click the disk in the upper left corner and you can save in pdf format.

Conduct (Comments) Codes Listing

Value	Description
NK	Accuracy in Work
N4	Annoys Others in Class
NX	Attendance
NL	Attention in Class
NG	Attitude
NE	Bringing Books to Class
NC	Conduct Grade - C
ND	Conduct Grade - D
NF	Conduct Grade - F
N6	Conference Requested
NO	Courtesy
NS	Lack of Desire
NJ	Lack of Effort
NW	Excessive Talking
NY	Following Directions
NB	Grasping New Concepts
N7	Handwriting Proficiency
NZ	Having Necessary Supplies
NR	Health Habits
NH	Home Study
NP	Honesty
N2	Inattentive
N3	Incomplete Assignments
N9	Listening Habits
NA	Not Following Others
NT	Obeying Class Rules
NM	Orderliness
NN	Promptness
N8	Reading Fluency WPM
NQ	Respecting Authority
NI	Study Habits
NU	Using Time Wisely
NV	Work Independently
N1	Works Below Ability
N5	Working Below Grade Level

Value	Description
PK	Accuracy in Work
PX	Attendance
PL	Attention in Class
PG	Attitude Is Improving
PE	Bringing Books to Class
PA	Conduct Grade - A
PB	Conduct Grade - B
PO	Courtesy
PS	Desire
PJ	Effort
P3	Excellent Student
PW	Excessive Talking
PY	Following Directions
P7	Handwriting Proficiency
PZ	Having Necessary Supplies
PR	Health Habits
PH	Home Study
PP	Honesty
P9	Listening Habits
P4	Mainstreamed
PT	Obeying Class Rules
PM	Orderliness
P5	Participates in OJT
PN	Promptness
P8	Reading Fluency WPM
PQ	Respecting Authority
PI	Study Habits
PU	Using Time Wisely
PV	Work Independently
P2	Work is Improving
P1	Works to Best of Ability

Value	Description
00	PE TEACHERS
02	PE Failure to dress out
03	PE Failure to participate
06	READING LEVELS
07	Project Read
08	Reading at level one
09	Reading at level two
10	Reading at level three
11	Reading at level four
12	Reading at level five
13	Reading at level six
14	Reading success for all
15	Support with Accomodation
16	Support with Modification
20	Conduct Grade - S
21	Conduct Grade - N
22	Conduct Grade - U
23	Classroom Supply Fee Due
24	Limited English Proficient
80	COMMENTS/WARNINGS
70	BELOW GRADE LEVEL
71	ON GRADE LEVEL
72	ABOVE GRADE LEVEL
73	Work Is Satisfactory
74	Low Chapter Test Scores
75	FAILURE - INCOMPLETE WORK
76	FAILURE-FAILED BOTH EXAMS
77	FAILED TO PASS LEAP TEST
78	Failed Due To Suspension
81	Probable failure-attend
82	Failure attendance
83	Probable failure-grades

Value	Description
84	Modified Grade
85	First Grade: Readiness
86	Excellent Sportsmanship
87	Handwriting Needs Improvement
88	Excellent Handwriting Skills
89	Not Meeting A.R. Goal
90	Waiting on grades(prev sch)
91	Homework Not Completed
C1	ELEM-Handwriting
M1	ELEM-Handwriting
C2	ELEM-Works Neatly
M2	ELEM-Works Neatly
C3	ELEM-Follows Directions
M3	ELEM-Follows Directions
C4	ELEM-Completes Assignments on Time
M4	ELEM-Completes Assignments on Time
C5	ELEM-Uses Listening Skills
M5	ELEM-Uses Listening Skills
C6	ELEM-Uses Time and Materials Effectively
M6	ELEM-Uses Time and Materials Effectively
C7	ELEM-Completes Homework Assignments
M7	ELEM-Completes Homework Assignments
C8	ELEM-Practices Self-Control
M8	ELEM-Practices Self-Control
C9	ELEM-Respects Authority
M9	ELEM-Respects Authority
C10	ELEM-Behaves Courteously
M10	ELEM-Behaves Courteously
C11	ELEM-Obeys Rules and Regulations
M11	ELEM-Obeys Rules and Regulations
C12	ELEM-Interacts Well with Others
M12	ELEM-Interacts Well with Others

Value	Description
0001	MSHS-Student is improving in this course
0002	MSHS-Student is achieving below apparent ability
0003	MSHS-Assignments are not completed regularly
0004	MSHS-Study habits need improving
0005	MSHS-Behavior needs improving
0006	MSHS-Excessive absences
0007	MSHS-Failure due to excessive absences