

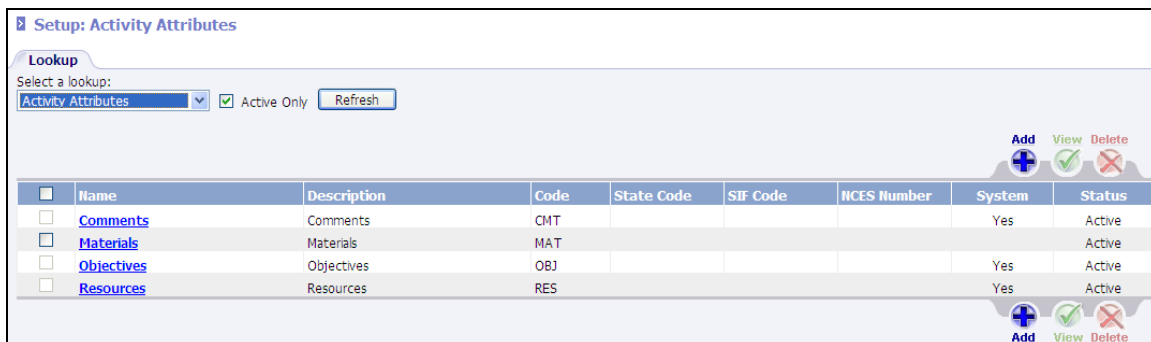
InformationNOW for Teachers – Classroom Grade Book

Setting Up Activities

Activity Attributes


Activity Attributes are the tabs that appear within the teacher Lesson Planner. To modify the activity Attributes, perform the following steps:

- From the menu tree at left, select **Classroom | Setup**.
- From the *Lookup* box, select **Activity Attributes** and click **Refresh**.

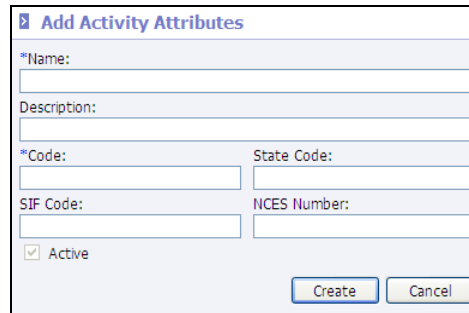


	Name	Description	Code	State Code	SIF Code	NCES Number	System	Status
<input type="checkbox"/>	Comments	Comments	CMT				Yes	Active
<input type="checkbox"/>	Materials	Materials	MAT					Active
<input type="checkbox"/>	Objectives	Objectives	OBJ				Yes	Active
<input type="checkbox"/>	Resources	Resources	RES				Yes	Active

Adding an Attribute

To add an Attribute, click on the blue **Add** icon (.

Note: Only certain staff members will be able to add Attributes, due to the security setup for different groups of staff members.



Add Activity Attributes

*Name:

Description:

*Code: State Code:

SIF Code: NCES Number:

☒ Active

Enter information in the following fields (items indicated by an asterisk* are required):

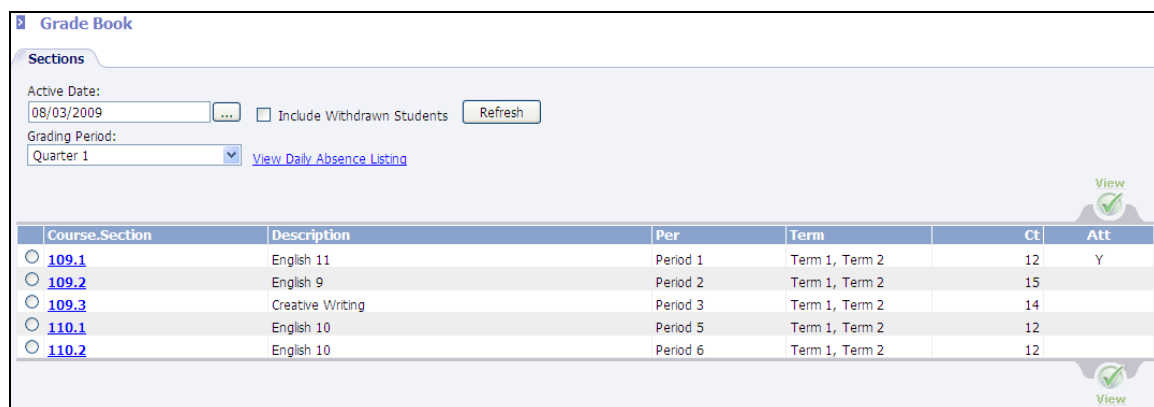
- ***Name:** Name this Attribute.
- **Description:** Enter a more detailed description of the Attribute, if desired.
- ***Code:** Enter a unique code for the Attribute.
- **State Code:** If a state code is required, enter it here.
- **SIF Code:** If using SIF, enter the SIF code here.
- **NCES Number:** Enter the NCES Number here if desired.

Click **OK** to save this Attribute. The screen will refresh, and a blank *Add Activity Attributes* screen will appear. Click **Cancel** in a blank screen after all Attributes have been added.

Grade Book

Accessing Grade Book

To access the Grade Book, click **Classroom | Grade Book**.



Grade Book

Sections

Active Date: ☐ Include Withdrawn Students

Grading Period:

Course.Section	Description	Per	Term	Ct	Att
<input type="radio"/> 109.1	English 11	Period 1	Term 1, Term 2	12	Y
<input type="radio"/> 109.2	English 9	Period 2	Term 1, Term 2	15	
<input type="radio"/> 109.3	Creative Writing	Period 3	Term 1, Term 2	14	
<input type="radio"/> 110.1	English 10	Period 5	Term 1, Term 2	12	
<input type="radio"/> 110.2	English 10	Period 6	Term 1, Term 2	12	

- Select the correct Grading Period and click **Refresh**. When the Grading Period is selected, the *Active Date* will default to the last date in the selected grading period. It is not necessary to modify the date unless selecting to *View Daily Absence Listing*.
- To view the daily attendance for the selected date, click **View Daily Absence Listing**.

- To choose a course, select it by clicking on the course number that appears as a blue link or bullet



the circle to the left of the course number and click the **View** icon. The list of students enrolled in the course will display.

Note: To include withdrawn students in the selected course roster, check *Include Withdrawn Students* before selecting the course.

Grade Book of Teacher: Pitt, Brad

Term: Grading Period: Section Number - Name:

Plan Scores Comments Standards

Category: Standards: Refresh Recalculate

	Student	Student Name	Alerts	Let	Avg	Chapter 1 & 2 Quiz	Chapter 2 Odd# Questions	Chapter 2 Even# Questions	Chapter 1 Even# Questions	Chapter 1 Odd# Questions
						50.00 08/14	20.00 08/13	20.00 08/12	20.00 08/07	20.00 08/05
<input type="checkbox"/>	S1001	Adams, Amy Louise	👉👈👉👈	A-	91.60	48.00	18.00			16.00
<input type="checkbox"/>	S1077	Jolie, Angel		A-	94.80	49.00	17.00	18.00	17.00	20.00
<input type="checkbox"/>	S1069	Eastwood, Chet		B+	89.40	42.00	19.00	20.00	19.00	20.00
<input type="checkbox"/>	S1083	Moore, Darshae		A-	94.20	46.00	20.00	20.00	18.00	20.00
<input type="checkbox"/>	S1065	Norton, Eric		C	76.40	32.00	20.00	20.00	18.00	18.00
<input type="checkbox"/>	S1027	Franklin, Gail		B-	83.47	39.00	19.00	16.00	17.00	20.00
<input type="checkbox"/>	S1086	Lockwood, Heather		B	84.67	40.00	17.00	18.00		20.00
<input type="checkbox"/>	S1063	Cummings, John		A-	91.67		18.00	17.00	18.00	20.00
<input type="checkbox"/>	S1082	Griffith, Melanie		A-	93.60	48.00	19.00	18.00	19.00	16.00
<input type="checkbox"/>	S1030	Adams, Michael	👉👈👉👈	B	87.90	42.00	16.00	19.00	20.00	20.00
<input type="checkbox"/>	S1079	Twain, Sherry		D+	67.20	26.00	14.00	20.00	12.00	20.00
	Avg				86.81	41.20	17.91	18.60	18.50	19.09

Close

Display Flags

Grade Book of Teacher: Pitt, Brad

Term: Grading Period: Section Number - Name:

Plan Scores Comments Standards

Category: Standards: Refresh Recalculate

	Student	Student Name	Alerts	Let	Avg	Chapter 1/2 Test	Chapter 1 & 2 Quiz	Chapter 2 Odd# Questions	Chapter 2 Even# Questions	Chapter 1 Even# Questions
						100.00 08/19	50.00 08/14	20.00 08/13	20.00 08/12	20.00 08/07
<input type="checkbox"/>	S1001	Adams, Amy Louise	👉👈👉👈	B+	90.80	90.00	48.00	18.00		16.00
<input type="checkbox"/>	S1077	Jolie, Angel		A-	91.90	89.00	49.00	17.00	18.00	17.00
<input type="checkbox"/>	S1069	Eastwood, Chet		B+	89.40		42.00	19.00	20.00	19.00
<input type="checkbox"/>	S1083	Moore, Darshae		A-	94.20		46.00	20.00	20.00	18.00
<input type="checkbox"/>	S1065	Norton, Eric		C	76.40		32.00	20.00	20.00	18.00
<input type="checkbox"/>	S1027	Franklin, Gail		B-	83.47		39.00	19.00	16.00	17.00
<input type="checkbox"/>	S1086	Lockwood, Heather		B	84.67		40.00	17.00	18.00	
<input type="checkbox"/>	S1063	Cummings, John		A-	91.67			18.00	17.00	18.00
<input type="checkbox"/>	S1082	Griffith, Melanie		A-	93.60		48.00	19.00	18.00	19.00
<input type="checkbox"/>	S1030	Adams, Michael	👉👈👉👈	B	87.90		42.00	16.00	19.00	20.00
<input type="checkbox"/>	S1079	Twain, Sherry		D+	67.20		26.00	14.00	20.00	12.00
	Avg				86.47	89.50	41.20	17.91	18.60	18.50

Close

- A blue box around a student score indicates that the student was marked as absent on the date of that activity.
- If an assignment is marked as *Late*, a red-orange triangle is placed in the score box.

- If an assignment is marked as *Dropped*, the grade will appear as gray with a strikethrough.
- If an assignment is marked as *Incomplete*, the grade will appear with a blue triangle and an underscore.
- For an *Exempt* grade, the score box must be empty. Also, the activity itself must be set to allow exemptions (i.e., a final exam). An exempt activity will display as *EXT*.

Grade Book of Teacher: Zakrzewski, Cynthia

Term: Grading Period: Section Number - Name:

Plan Scores Comments Standards

Gradebook must be recalculated to apply changes.

Category: Standards:

Student	Student Name	Alerts	Let	Total Points	Avg	Book Report	Page 215 1-15	Pg 135 items 1-15	Final Exam
						100.00	100.00	100.00	100.00
						12/12	11/27	12/11	12/12
<input type="checkbox"/> S1213	Adams, John			75/100					
<input type="checkbox"/> S1043	Clair, Robert								
<input type="checkbox"/> S1017	Daniels, Thomas								
<input type="checkbox"/> S1034	Edmonds, Jane								

Options and Categories

Before the Grade Book may be used, *Options* and *Categories* must be created.

Options Setup

The Grade Book options listed below are provided to allow teachers to customize features available in the Grade Book.

To access, click **Options** in the *Manage* section at left.

Grade Book of Teacher: Pitt, Brad

Section Number: Section Name:

Options

Grade Book

☒ View By Date Descending

☐ Round Displayed Averages

☒ Group By Category

☐ Hide Student Names

☒ Include Withdrawn Students

☐ Display Total Points

☒ Display Student Averages

☒ Display Letter Grades

☒ Display Maximum Score

Averaging Method

☐ Points

☐ Average

☒ Category Points

☐ Category Average

Student Sort By:

Standards

☐ Standard Calculate Weight Maximum Value

Standards Scale:

Standards Calculate Rule:

Standards Calculate Method:

Available options are:

- **View By Date Descending:** This will provide a view of the activities (such as *daily grades* and *test*) by date in descending order. Note that the manual Grade Book used by teachers displays items in *ascending* order. Using *descending* order allows the activity to be displayed closer to the student's name. The teacher would then not need to scroll to locate the activity.
- **Round Displayed Averages:** When selected, the average will be displayed in whole numbers.
- **Group by Category:** When this option is selected, the activities shown on the *Grade Book* screen will be grouped by categories. Example: All Homework activities would be displayed next to each other, and all Tests would be displayed next to each other.
- **Hide Student Names:** This option will hide student names from printed grading listings. For example: If grades are to be printed and posted in the classroom for students to view, the student names will not show; instead, students will be identified by Student Number.
- **Include Withdrawn Students:** Check this box to show students who were in class for only part of the selected grading period.
- **Display Total Points:** Check this box to display the total number of points accumulated by students. This is not available if either **Category Points** or **Category Average** is selected as the Averaging Method.
- **Display Student Averages:** This option will allow an average to display on the Scores tab of the Grade Book. The average that is displayed is controlled by the graded item that is marked with GPA Points in the Grading Period Setup.
- **Display Letter Grades:** Check this box to display a column that shows the current Letter Grade for the Average.

Note: This may differ from what is actually posted to a student's grade file due to rounding. The grade posted is not rounded, whereas the average on the *Score* tab is rounded to 2 decimal places. Also, if no letter grade is displayed, confirm that the numeric value is defined within a valid alpha grade on the scale.

- **Display Maximum Score:** Check to display the total points possible for each activity as part of the activity column heading.
- **Averaging Method** choices include:
 - **Points:** When averaging by the *Points* method, the average is calculated by dividing the total amount of points the student has earned by the total points possible. Example: $932/1000 = 93.2$.
 - **Average:** When averaging by the *Average* method, each individual activity is averaged, and then all the activities are averaged together to obtain a single value. Example: $91/100=91.0$, $48/50=96.0$, and $23/25=92.0$. The Average is then calculated by averaging all activities; 91.0 , 96.0 , and $92.0 = 93.0$.
 - **Category Points:** When averaging by the *Category Points* method, the average for each category is calculated as with the *Points* method, and then a percentage is applied to the categories to determine the average. Example: A category named *Test* will represent 60% of the students' grades and a category named *Homework* will represent 40% of the students' grades. Determine the *Test* average via the *Points* method from above, using ONLY the *Test* category for the total points earned and possible (All Tests = $273/300 = 91.0$). Determine the *Homework* average by the same method (All Homework = $659/700 = 94.1$). To apply the percentage, multiply 60% times 91.0 = 54.6, and 40% times 94.1 = 37.64; then add the products together ($54.6 + 37.64 = 92.24$). 92.24 is the average for this example.
 - **Category Average:** This average method is calculated the same as the *Category Point* method. Example: Average the *Test* category ($91.0 + 96.0 = 93.5$) and average the *Homework*

category ($92.0 + 93.0 = 92.5$). Apply the percentage 60% times 93.5 (56.1) and 40% times 92.5 (37.0). The average would be the sum ($56.1 + 37.0 = 93.1$).

- **Student Sort by:** Selecting one of these options will reorder the students on the *Grade Book* screen. Generally, sorting by *Student Display Name* is used. Options include:
 - **Custom Order:** Allows teacher to arrange students in a custom order. Most often used to move new students to the bottom of the Grade Book. From the Grade Book *Comments* tab, click to **View** a comment for a student and enter a unique number in the *Custom Order* field. It is not necessary to add a Custom Order to every student. It is only necessary to add a Custom Order to new students. Then, when selecting to sort students by Custom Order, students with a unique identifier will drop to the bottom of the Grade Book list.
 - **Random Order:** Helpful when displaying the Grade Book to students with the *Hide Student Name* option selected.
 - **Score For Selected Activity:** Students will display in highest to lowest order for the selected activity.
 - **Student Average:** Students will display in high-low order for the running Grade Book average for the selected course and grading period.
 - **Student Display Name:** Students will display alphabetically by last name, first name.
 - **Student First Name:** Students will display alphabetically by first name.
 - **Student Number:** Students will display in order by student number which is auto-generated.
- **Standards:** This section is used to determine how averages are given to standards that are attached to the selected course.
 - **Standard Calculate Weight Maximum Value:** Check this box if the maximum weight will be calculated for the standard's grade.
 - **Standards Calculate Rule** options include the following:
 - **Current Grading Period:** Select this rule if the student's grade for a standard will only include the current grading period activities.
 - **Running Section:** Select this rule if the student's grade for a standard will include the activities for the section of the current course in which the student is enrolled. A section may last all year.
 - **Running Term:** Select this rule if the student's grade for a standard will include all activities for the term. A term may have more than one grading period but may not last all year.
 - **Standard Scale:** Select the grading scale used to determine the standard's grade.
 - **Standards Calculate Method:**
 - **Averaging:** Select this method if each individual activity is an average. The standard's grade is calculated by averaging all the activities.
 - **Points:** Select this method if each individual activity is based on points (example: 90/100). The standard's grade is calculated by dividing the total points earned by the total points possible.
- **Print Screen:** Click to send a copy of the screen to the printer.
- **Copy Options:** Click to copy the options that have been set on a different course to this course.
- Click **OK** when all selections are complete.

Categories Setup

From the *Manage* section, select **Categories**. Examples of Categories are *Test*, *Homework*, *Project*, *Quizzes*, etc.

	Name	Description	HS To Drop	LS To Drop	Percent
<input type="checkbox"/>	Homework	Daily Assignments			20.000
<input type="checkbox"/>	Quizzes	Chapter Quizzes			30.000
<input type="checkbox"/>	Tests				50.000

Note: If no Categories have been created for the Grade Book, click the **Copy Categories** option under the *Tasks* menu on the left to select to copy Categories from an existing course to this course. Search for and select the view the Categories for an existing course. Select the Categories to be copied to this course.

To add a Category, click on the blue **Add** icon (). The *Add Category* screen will appear.

Enter information in the following fields (an asterisk* indicates a required field):

- ***Name**: Name the type of category for activities to be graded.
- **Description**: Enter a more detailed description of this category, if desired.
- **High Score to Drop**: If this category will be allowed to drop a score, enter the highest score to drop, if any. Leaving the value at 0 (zero) would allow all scores to drop.
- **Low Score to Drop**: If this category will be allowed to drop a score, enter the lowest score to drop, if any. Leaving the value at 0 (zero) would allow all scores to drop.
- **Percentage**: A percentage must be entered if using the *Category Points* or the *Category Average* method of averaging grades. Using a *Percentage* is the same as weighting a category.
 - **Example A**: A teacher might want her *Test* category to be 60% (enter **60** for the *Percentage* value) and the *Homework* category to be 40% (enter **40** for the *Percentage* value) of the grading period average. To compute the average, all the test activities are averaged together and all the homework activities are averaged together. The percentages would then be applied for each category, with the grading period average being the sum of these products.
 - **Example B**: A student has a 90 average on all his tests and a 95 average on all his homework. Apply the percentages (90 times 60% = 54 and 95 times 40% = 38) and add the products (54+38); the grading period average is 92.

Click **OK** to save the record. The screen will refresh to allow the user to enter to enter another category. When finished, click **Cancel**. This example displays the scenario described above.

Click **Close**.

Adding Activities to the Lesson Plan

To add an activity, click the *Plan* tab in the *Grade Book* screen.

Grade Book of Teacher: Pitt, Brad

Term: Grading Period: Section Number - Name:

Plan Scores Comments Standards

Date: ☐ Week View

<input type="checkbox"/>	Activity	<input type="button" value="Add"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	09/02/2010, Thursday: Read Chp 2, Answer Odd 1-9 (Homework)	<input type="button" value="Add"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	08/31/2010, Tuesday: Read Chp 2, Answer Even 2-10 (Homework)	<input type="button" value="Add"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	08/27/2010, Friday: Quiz - Infinite Vs. Finite (Quiz)	<input type="button" value="Add"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	08/25/2010, Wednesday: Linear and Multilinear Algebra (Homework)	<input type="button" value="Add"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	06/14/2010, Monday: Math Forum (Homework)	<input type="button" value="Add"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>

- Enter the date. To select the date from a popup calendar, click the ellipsis button (). Always click the **Refresh** button after changing the date.

Note: To display all existing activities regardless of date, clear the *Date* field and click **Refresh**.

- Click the blue **Add** icon ()

Add Activity

Term: Grading Period: Section Number - Name:

Activity

*Date: Day: Unit: *Category:

*Activity Name: ☐ Assessment ☒ Visible in Home Portal

Grading Properties

☒ Graded ☐ Can drop student score ☐ Is entire activity dropped

*Total: *Weight Multiplier: *Weight Addition:

Standards Comments Materials Objectives Resources

<input type="checkbox"/>	Name	Description	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>			<input type="button" value="Add"/>	<input type="button" value="Delete"/>

☒ Is Completed

- Enter information into the following fields (an asterisk* indicates a required field):
 - ***Date:** Enter the correct date for this activity, or click the ellipsis button to select the date from the popup calendar.
 - **Day:** The day of the week is automatically generated by the program.
 - **Unit:** Name the unit that this activity is covering, if desired.
 - ***Category:** Select a category from the drop-list.
 - ***Activity Name:** Assign this activity a unique name. No two activities may have same name.
 - **Assessment:** Check this box if this assignment is an assessment given online via STIAssessment.
 - **Visible In Home Portal:** Check this box if this activity is to display in the home portal for users such as students and guardians.
 - **Graded:** Check this box if this activity will receive a grade. **IMPORTANT:** This must be checked in order for students to receive grades.
 - **Can drop student score:** Check this box if a score may be dropped for this activity.
 - **Is entire activity dropped:** Check this box to drop all the scores for this activity.
-
- NOTE:** Be aware that selecting this option will drop all the scores for this activity from all students' running average.
-
- ***Total:** Enter the total of points possible for this activity.
 - ***Weight Multiplier:** For this activity to be part of the grading period average, a number greater than 0 must be entered. 1 is the default value. By default, the weight multiplier will apply to the student's score only. For example, an activity worth 100 points is weighted 2.0 times. If a student earns 100 out of 100, the system will compute this as 200 out of 100. To weight the total possible points, the average method will need to be set correctly. See "Average Setup" on page 20 for further details. The weighted score will not display under the *Scores* tab of the Grade Book.
 - ***Weight Addition:** Enter a number here if points are to be added to each student's grade for this activity. This option behaves similar to *Weight Multiplier*. For example, an activity worth 20 points is weighted 2.0 points. If a student earns 10 out of 20 points, *InformationNOW* will consider this as 12 out of 20 points. See "Average Setup" on page 20 for further details. The weighted score will not display under the *Scores* tab of the Grade Book.

The tabs at the bottom of the screen are not available until the activity has been created.

Click **Create**. The *Edit Activity* screen for the activity that was just created will display.

Standards

To add a standard to the lesson plan, while on the standards tab, click the blue **Add** icon ().

Note: Standards will only be available if they have been attached to the course under **Scheduling | Valid Courses** on the *Standards* tab.

Click the standard name or put a check in the box next to the name and click **OK**. A screen will appear showing the standard on the lesson plan with standards attached.

Additional Tabs

The additional tabs that display are created under **System Preferences | Setup**. To enter information on these tabs, click the desired tab.

Type any desired information regarding the selected activity and the corresponding tab.

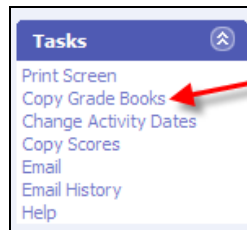
- If *Public* is bulleted, the information entered in this tab may be viewed by other people, including parents.

- If *Private* is bulleted, the information in this tab cannot be viewed by anyone other than the user who created this file.

Click **OK**.

Copy Grade Books

Once a Grade Book is created, it may be copied to another course. Click to open the Grade Book for the class to which the Grade Book is to be copied. Click **Copy Grade Books**.



Copy Grade Book From Section

Academic Session:
 Hometown High School - 2010-2011 DOW

Section Number	Section Name
<input type="radio"/> 206.1	Algebra I
<input type="radio"/> 207.1	Algebra II
<input checked="" type="radio"/> 209.1	Linear Algebra
<input type="radio"/> 213.1	Geometry
<input type="radio"/> 223.1	Trigonometry

OK Cancel

Select the course from which the Grade Book is to be copied. Click **OK**.

Copy from 209.1 - LinearAlg to 209.01 - LinearAlg

<input checked="" type="checkbox"/>	Date	Category	Name
<input checked="" type="checkbox"/>	06/21/20...	Homework	Math Forum
<input checked="" type="checkbox"/>	06/24/20...	Homework	Linear and Multilinear Algebra
<input checked="" type="checkbox"/>	06/28/20...	Quiz	Quiz - Infinite Vs. Finite
<input checked="" type="checkbox"/>	09/03/20...	Homework	Read Chp 2, Answer Even 2-10
<input checked="" type="checkbox"/>	09/08/20...	Quiz	Chpt 2 Quiz
<input checked="" type="checkbox"/>	09/08/20...	Homework	Read Chp 2, Answer Odd 1-9
<input checked="" type="checkbox"/>	09/09/20...	Homework	Read Chp 3
<input checked="" type="checkbox"/>	09/13/20...	Homework	Chp 3 Even Questions 2-20
<input checked="" type="checkbox"/>	09/13/20...	Homework	Chp 3 Odd Questions 1-19
<input checked="" type="checkbox"/>	09/14/20...	Quiz	Chp 3 Quiz
<input checked="" type="checkbox"/>	09/17/20...	Test	Chpt 1-3 Test
<input checked="" type="checkbox"/>	12/13/20...	Homework	Read Unit 8 Pages 201-242
<input checked="" type="checkbox"/>	12/14/20...	Homework	Unit 8 Even Questions 2-10

OK Cancel

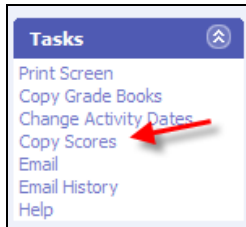
Place a check next to each activity to copy. To select all activities, place a check next to the box to the left of the *Date* column heading. Click **OK**.

Copy Scores

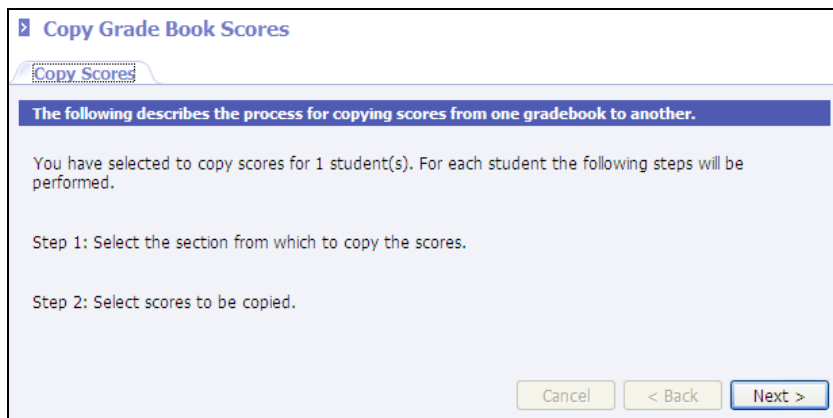
Use this option to copy scores from one Grade Book to another when a student changes sections.

Note: Students must be moved to the new section before scores may be copied.

- Open the Grade Book for the section to which the student was transferred.
- Place checks next to the student(s) for which grades are to be copied.
- Click the **Copy Scores** link.



- The following Wizard screen will display:



- Review the steps and click **Next**.

Note: If more than one class is available (i.e., the student has withdrawn from this class more than once), multiple records will display and will be sorted by withdrawal date, most recent first.

- Select the course from which to copy the scores and click **Next**.

Copy Grade Book Scores

Copy Scores

Student Name: Cummings, John - S1063

Step 3: Select Scores to be copied:

A. Select 'Auto-Copy' to copy all scores that match on Category, Date, and Activity Name.
 B. Use the 'Copy' button to manually copy scores as follows:
 1. Select a Score in the left grid.
 2. Select an activity in the right grid.
 3. Select the 'Copy' button to transfer the score to the appropriate activity.
 C. Select the 'Finish' button when all scores have been copied.

Note: If an error is made during the copy process, select the score in the right grid and press the clear button to remove it.

Copy Scores From 109.1 - English 11				
Date	Activity	Category	Score	
<input type="radio"/> 08/05/2009	Chapter 1 Odd# Que...	Homework	20.00	<input type="button" value="Auto-Copy"/> <input type="button" value="Copy"/> <input type="button" value="Clear"/>
<input type="radio"/> 08/07/2009	Chapter 1 Even #Qu...	Homework	18.00	
<input type="radio"/> 08/12/2009	Chapter 2 Even# Qu...	Homework	17.00	
<input type="radio"/> 08/13/2009	Chapter 2 Odd# Que...	Homework	18.00	

Copy Scores To 109.2 - English 9				
Date	Activity	Category	Score	
<input type="radio"/> 08/05/2009	Chapter 1 Odd# Que...	Homework		
<input type="radio"/> 08/07/2009	Chapter 1 Even #Qu...	Homework		
<input type="radio"/> 08/12/2009	Chapter 2 Even# Qu...	Homework		
<input type="radio"/> 08/13/2009	Chapter 2 Odd# Que...	Homework		
<input type="radio"/> 08/14/2009	Chapter 1 & 2 Quiz	Quizzes		

- Activity scores are selected from the activities in the left column and copied into the activity listed in the right column. When activity scores are copied, they disappear from the left side of the screen.
 - **Auto-Copy** will copy all scores from the left side which match on category, date and activity name to activities on the right side. All matched activities will be removed from the list on the left.
 - Alternately, users may bullet an activity on the left and then select the activity on the right to which to copy the score and click **Copy**.

Copy Scores From 109.1 - English 11				
Date	Activity	Category	Score	
<input checked="" type="radio"/> 08/07/2009	Chapter 1 Even #Qu...	Homework	18.00	<input type="button" value="Auto-Copy"/> <input type="button" value="Copy"/> <input type="button" value="Clear"/>
<input type="radio"/> 08/12/2009	Chapter 2 Even# Qu...	Homework	17.00	
<input type="radio"/> 08/13/2009	Chapter 2 Odd# Que...	Homework	18.00	

Copy Scores To 109.2 - English 9				
Date	Activity	Category	Score	
<input type="radio"/> 08/05/2009	Chapter 1 Odd# Que...	Homework	20.00	
<input checked="" type="radio"/> 08/07/2009	Chapter 1 Even #Qu...	Homework		
<input type="radio"/> 08/12/2009	Chapter 2 Even# Qu...	Homework		
<input type="radio"/> 08/13/2009	Chapter 2 Odd# Que...	Homework		
<input type="radio"/> 08/14/2009	Chapter 1 & 2 Quiz	Quizzes		

- Once the **Copy** or **Auto-Copy** option is selected, the *Score* will display in the column on the right side of the screen.

Copy Grade Book Scores

Copy Scores

Student Name: Cummings, John - S1063

Step 3: Select Scores to be copied:

A. Select 'Auto-Copy' to copy all scores that match on Category, Date, and Activity Name.
 B. Use the 'Copy' button to manually copy scores as follows:
 1. Select a Score in the left grid.
 2. Select an activity in the right grid.
 3. Select the 'Copy' button to transfer the score to the appropriate activity.
 C. Select the 'Finish' button when all scores have been copied.

Note: If an error is made during the copy process, select the score in the right grid and press the clear button to remove it.

Copy Scores From 109.1 - English 11					Copy Scores To 109.2 - English 9				
Date	Activity	Category	Score		Date	Activity	Category	Score	
				Auto-Copy	<input type="radio"/>	08/05/2009	Chapter 1 Odd# Que...	Homework	20.00
				Copy	<input type="radio"/>	08/07/2009	Chapter 1 Even #Qu...	Homework	18.00
				Clear	<input type="radio"/>	08/12/2009	Chapter 2 Even# Qu...	Homework	17.00
					<input type="radio"/>	08/13/2009	Chapter 2 Odd# Que...	Homework	18.00
					<input type="radio"/>	08/14/2009	Chapter 1 & 2 Quiz	Quizzes	

Cancel < Back Finish

- To undo the copy to an activity, bullet the activity on the right and click **Clear**. Scores will not be copied to that activity. The matching activity will then display again on the left side of the screen.
- Users must click **Finish** to copy the activity scores.
 - Scores may only be copied for sections with the same course number.
 - Scores may be copied from one teacher to another as long as the course number is the same.
 - If the total points possible of the activities are not the same, the score will not be copied.
 - The *Copy Scores From* grid will only show activities for which the student has a score (alpha or numeric) or an alternate score value; or those that have been marked late or incomplete.
 - When a score is copied, all associate score fields such as *Is Dropped*, *Is Incomplete* or *Is Late* are also copied.
 - Scores are not removed from the initial Grade Book.
 - There is no “saved link” between the scores of one Grade Book to another. If scores are copied and then the score is changed in one Grade Book, the change will not be reflected in the other Grade Book.
 - If the student already has a score in the receiving Grade Book, a new score may not be copied to overwrite it.

Alternative Scores

Alternative Scores may be assigned to students for an activity grade (ex. *Unexcused Absence*, *Homework Coupon*).

- Alternative Scores are created under **Classroom | Setup | Alternate Score Translation** or **System Preferences | Setup | Alternate Score Translation**.
- Alternate Scores may not be *EXT* or the same as a Valid Alphabetic Grade. They may contain numbers but must begin with an alpha character. Alternate Scores may not be numeric.

Edit Alternate Score: HC

*Score:
HC

Averaging:
☐ Exclude from Averaging
☒ Include in Averaging

Percent of Maximum Score:
100

Description:
Homework Coupon

OK Close

- In the example above, a homework coupon may be given to a student as a reward. When *HC* is entered into the Grade Book as the score for an activity, the system will use 100% of the **maximum score** when calculating averages. For example, if an *HC* is given to a student for an activity that is worth 50 points, the student will receive 100% of the activity maximum score, or, 50 points.

Grade Book of Teacher: Zakrzewski, Cynthia

Term: Fall Semester Grading Period: 1st nine weeks Section Number - Name: BU1002.06 - Accounting I

Plan Scores Comments Standards

Gradebook must be recalculated to apply changes.

Category: --- All --- Standards: --- All --- Refresh Recalculate

	Student	Student Name	Alerts	Let	Total Points	Avg	std test for unit 1 - classwor	test 1
							100.00	100.00
							10/17	10/17
<input type="checkbox"/>	S1213	Adams, John			362/500		90.00	90.00
<input type="checkbox"/>	S1043	Clair, Robert			486/500		95.00	90.00
<input type="checkbox"/>	S1017	Daniels, Thomas			347/400		95.00	50.00
<input type="checkbox"/>	S1034	Edmonds, Jane			432/500		95.00	90.00
<input type="checkbox"/>	S1036	Eiger, Elsa			369/400		A	90.00
<input type="checkbox"/>	S1028	Elliott, Earl			442/500		90.00	100.00
<input type="checkbox"/>	S1030	Fiance, Rhonda			332/400		95.00	HC
<input type="checkbox"/>	S1041	Fitzsimmons, James			459/500		95.00	90.00

Student Scores

Quick Entry of Student Scores in an Activity

There is more than one way to enter scores for activities. Select the *Scores* tab.

Column Entry

The first option is to enter scores down the *Activity* column. This is the quickest. To enter student scores in an activity, select the *Scores* tab.

Click in the blue area to the right of the students name and under the correct activity.

Grade Book of Teacher: Pitt, Brad

Term: Grading Period: Section Number - Name:

Plan Scores Comments Standards

Gradebook must be recalculated to apply changes.

Category: Standards:

<input type="checkbox"/>	Student	Student Name	Alerts	Let	Avg	Read Chp 2, Answer Odd 1-9 25.00 09/02	Read Chp 2, Answer Even 2-10 25.00 08/31	Quiz - Infinite Vs. Finite 50.00 08/27	Chpt 1 Even Questions 2-20 20.00 08/03	Math Forum 5.00 06/14
<input type="checkbox"/>	S1001	Adams, Amy Louise	🔊🔊🔊	A-	93.00	25.00	22.00	48.00		5.00
<input type="checkbox"/>	S1007	Anniston, Jessica		B+	88.00		25.00	38.00		5.00
<input type="checkbox"/>	S1009	Arthur, Jessica		A-	94.00			44.00		5.00
<input type="checkbox"/>	S1011	Ball, Christina		A	96.00			46.00		5.00
<input type="checkbox"/>	S1013	Blair, Bonnie		A+	99.00			49.00		5.00
<input type="checkbox"/>	S1015	Branson, Jacob		B-	81.00			31.00		5.00
<input type="checkbox"/>	S1017	Callaway, Ann		A+	99.00			49.00		5.00
<input type="checkbox"/>	S1019	Connick, Hank		A	97.00			47.00		5.00
<input type="checkbox"/>	S1021	Dawes, Dorothy		A-	92.00			42.00		5.00
<input type="checkbox"/>	S1023	Elway, Jerry		A-	93.00			43.00		5.00
<input type="checkbox"/>	S1025	Fitzgerald, Esther		A	97.00			47.00		5.00
<input type="checkbox"/>	S1028	Froman, Angel		A	97.00			47.00		5.00
<input type="checkbox"/>	S1044	Winslet, Kim		A+	100.00			50.00		5.00
	Avg				94.31	25.00	23.50	44.69		5.00

Enter a score for the selected student and press the down arrow key on the keyboard. Enter the next student's score and press either the *Enter* key or the down arrow key to continue to move from student to student.

Note: The grade entered may be a numeric value or an alpha grade. The alpha grade MUST be defined in a grading scale. *InformationNOW* will use the Averaging Equivalent from the grading scale when averaging the alpha activity grade into the student's running average for the selected grading period.

Fill

While on the *Score* tab, enter a grade for a student for a selected activity. Right-click on the grade and select **Fill**. Any students below the selected student on the list will be given the same grade as the selected student for the selected activity.

Chapter 1/2 Test	Chapter & 2 Quiz
100.00	50.00
08/19	08/19
90.00	48.00
Drop	9.00
Fill	2.00
Late	6.00
Incomplete	2.00
Exempt	2.00

Drop

While on the *Score* tab, enter a grade for a student for a selected activity. Right-click on the grade and select **Drop**. The grade will not be calculated into the student's running average for the grading period. The grade will display in strikethrough font (ex. ~~52~~) on the *Scores* tab.

Note: Grades may only be dropped if, when the activity was created on the *Plan* tab, the option was checked for *Can drop student score*.

Grading Properties		
<input checked="" type="checkbox"/> Graded	<input checked="" type="checkbox"/> Can drop student score	<input type="checkbox"/> Is entire activity dropped
*Total: 100.00	*Weight Multiplier: 1.000000	*Weight Addition: 0.000000

Student Score Screen

Another option to enter or modify a score is to double-click on a cell across from the student and in the column of the activity for which the grade is to be entered.

Edit Student Score of Section: 109.1 - English 9			
Student Number: S1001	Student Name: Adams, Amy Louise	Student Grade: 11	
Activity: Chapter 1/2 Test	Category: Tests	Weight Addition: 0.000000	Weight Multiplier: 1.000000
<div> <div>Activity</div> <div>Standards</div> </div>			
Current Score: 90.00	New Score: 72.00	<input type="checkbox"/> All Activities in Category Dropped	
Comment List: Did not answer all questions.		<input type="checkbox"/> User Dropped <input type="checkbox"/> System Dropped	
Comment: Did not answer all questions.			
<input type="checkbox"/> Is Incomplete <input type="checkbox"/> Is Exempt <input type="checkbox"/> Is Late			
OK		Close	

- **New Score**: Enter a new score or edit the current score.
- **Comment List**: Select a comment from list created under the *Comments* tab of the Grade Book.
- **All Activities in Category Dropped**: This option informs the user the score was dropped when *Is Entire Activity Dropped* is checked on the *Activity* page under the *Plan* tab.
- **User Dropped**: If allowed via the Activity setup, the score can be dropped as to not affect the student's average. This option will not be available if, when the activity was created on the *Plan* tab, the box to *Can drop student score* is not checked.
- **System Dropped**: Indicates that, when the activity was created on the *Plan* tab, the box *Is entire activity dropped* is checked. Scores received for a dropped activity will not affect the running average for the student.
- **Comment**: A custom comment may be entered here which will show up on the progress reports.
- **Is Incomplete**: Checking this box will mark the cell with a blue triangle in the top left corner.
- **Is Exempt**: Check this box if the student is exempt from this activity (for instance, the activity might be a semester final exam).

Note: A student may only be exempt from an activity if the activity is tied to a graded item that allows exemptions. Refer to the *InformationNOW – Grading Quick Reference Guide* for details regarding graded items.

- **Is Late**: Check if the student turned the assignment in late. Assignments that are marked as late will appear with a bright orange triangle next to the score on the Grade Book screen.

Click **OK** to save changes to the student grade record.

User should click the **Recalculate** button to update averages for each student.



Alpha Grades

Alpha characters may be added to activities. If the alpha character(s) are from an assigned scale, the averaging equivalent will be used in any averaging formulas, but the alpha character will still be displayed in the Grade Book. If the alpha character(s) entered are from the *Alternative Score Translation* lookup bank, the settings in the lookup will determine how an averaging formula is affected. See “Alternative Scores” on page 15.

Note: When a user hovers the mouse over an alpha score in the Grade Book, a tool tip will show the numeric grade that will be used in any calculation.

Adding Comments

Setup

Before comments may be added to a student record, the comments must first be set up.

While in the teacher Grade Book, on the left of the screen under *Manage*, click **Comment Setup**.

Note: If no comments have been created for the Grade Book, click the **Copy Comments** option under the *Tasks* menu on the left to select to copy comments from an existing course to this course. Search for and select the view the comments for an existing course. Select the comments to be copied to this course.

Comment List

Comments

Add View Delete


Comment

☐ Did not answer all questions.

☐ Well thought out responses.

Add View Delete

Close

- To add a comment click on the blue **Add** icon ().
- Type in the comment and click **OK**. The *Add Comment* screen will appear. Continue to add comments as necessary. When finished, click **Cancel**.
- When finished **Adding**, **Viewing** or **Deleting** comments, click **Close**.

Entering Comments for Students

To add a comment on a student, click on the *Comments* tab.

Grade Book of Teacher: Pitt, Brad

Term: Term 1 Grading Period: Quarter 1 Section Number - Name: 109.1 - English 9

Plan Scores **Comments** Standards

View

<input type="checkbox"/>	Student	Student Name	Comments
<input type="checkbox"/>	S1001	Adams, Amy Louise	Well thought out responses. When Amy applies herself, she performs very ...
<input type="checkbox"/>	S1077	Jolie, Angel	
<input type="checkbox"/>	S1069	Eastwood, Chet	
<input type="checkbox"/>	S1083	Moore, Darshae	
<input type="checkbox"/>	S1065	Norton, Eric	
<input type="checkbox"/>	S1027	Franklin, Gail	
<input type="checkbox"/>	S1086	Lockwood, Heather	
<input type="checkbox"/>	S1063	Cummings, John	
<input type="checkbox"/>	S1082	Griffith, Melanie	
<input type="checkbox"/>	S1030	Adams, Michael	
<input type="checkbox"/>	S1079	Twain, Sherry	

View

Close

- Select the student for whom a comment is to be added by clicking the student's ID number link (the *S-* number to the left of the student's name).

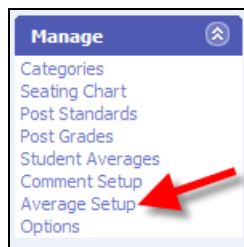
- Choose a comment from the *Comment List* drop-list or type a new comment directly in the *Comment* text box.
- Click **OK** when finished.

Average Setup

The *Average Setup* controls how grades are calculated to a running average for the selected grading period and graded items (ex. *Grading Period Grade*, *Semester Exam*, *Semester Average*, *Yearly Average*).

Graded items may be set up differently. Average Methods that are associated with report card graded items are created by the system when the grading periods are set up by the Administrator.

To access the averaging method, click **Average Setup** under the *Manage* menu on the left bar of the Grade Book.



Average List

Averages

Add View Delete

<input type="checkbox"/>	Name	Graded Item	Wt Add	Type	Wt Score
<input type="checkbox"/>	Exam 1	Exam 1	0.000000	Single	
<input type="checkbox"/>	Exam 2	Exam 2	0.000000	Single	
<input type="checkbox"/>	Q1	Q1	0.000000	Current Grade	
<input type="checkbox"/>	Q2	Q2	0.000000	Current Grade	
<input type="checkbox"/>	Q3	Q3	0.000000	Current Grade	
<input type="checkbox"/>	Q4	Q4	0.000000	Current Grade	
<input type="checkbox"/>	Sem 1 Final	Sem 1 Final	0.000000	Percentage	
<input type="checkbox"/>	Sem 2 Final	Sem 2 Final	0.000000	Percentage	
<input type="checkbox"/>	Year End Average	Year End Average	0.000000	Percentage	

Add View Delete

Close

All graded items are listed including the name, description, weight added, type and weighted score.

To edit an item, click the name of the item or place a check next to it and click **View**.

The section number/name, periods and days of the week display.

Edit Average: Q1

Section Number - Name: Periods: Days of The Week:

Main **Averaging Method**

Term:
Graded Item:

*Name:

Description:

*Weight Addition: *High Scores to Drop: *Low Scores to Drop:

☐ Allow Higher Alpha Grade Rounding ☒ Allow Incomplete to Drop
☐ Weight Maximum Scores

OK Close

Main Tab

- ***Name:** Defaults to the name of the graded item.
- **Description:** An optional field to describe the Average Method in detail.
- ***Weight Addition:** Allows the user to assign extra points to all students in the class.
- ***High Scores to Drop:** Indicates the number of high scores to drop before calculating the average.
- ***Low Scores to Drop:** Indicates the number of low scores to drop before calculating the average.

- **Allow Higher Alpha Grade Rounding:** When checked allows alpha grades to be rounded. This option is overridden by the definition of the scale.
- **Allow Incomplete to Drop:** If checked, any assignments marked as incomplete for a student will not affect the overall average.
- **Weight Maximum Scores:** This option works in conjunction with the weighted options in the activities setup under the *Plan* tab. For example, if this option is checked and a weight multiplier of 2 is entered on the activity, if a student received a perfect score on an activity worth 100 points, the student will be given a 200 out of 200 possible points. If this option is not checked, the student will be given a 200 out of a possible 100 points.

Averaging Method Tab

- **All Graded Activities within Current Grading Period:** Computes the average of all of the student's scores within the current grading period of the graded item according to the selected method in the *Options* screen. For example, *1st Quarter Average*.
- **Running Average For Current Term:** Computes the average of all of the student's scores within a term according to the selected method in the *Options* screen. For example, school policy states that the 2nd quarter grade is an accumulation of work from the 1st and 2nd quarter. This works only if both grading periods are setup in the same term.
- **Running Average Across Terms:** Selecting this option will average activities in the current grading period along with activities from any previous grading period(s) in the current term and prior terms. It will not take into account activities in future grading periods. Any activities used in a Single Activity Average will be omitted from the calculation.
- **Computed Average Combining other Averages:** Computes the average based on other Report Card Graded Items. For example, the 1st or 2nd Semester Average for upper grade levels or a Final Average for the lower grade levels. See "Computing Semester (Final) Averages" on page 24 for more information.
- **Single Activity:** Calculates the average by getting the score from a single activity. The selected activity will no longer affect the Current or Running Average. For example, *Semester Exam*.
- **Multiple Activities** allows for a custom averaging method to be created. This allows the user to select specific activities to average together. For example, select all of the activities within the first half of the grading period to compare with the student's current average. Something similar to a progress report.

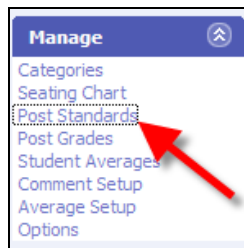
The possibilities for custom Average Methods are limitless. For example, a 4-week Average Method can be created to average all of the assignments for the first 4 weeks of a grading period so there is a quick point

of reference for comparison to how the student is doing the rest of the grading period. The custom Average Methods are available in each grading period. That means instead of creating new ones for each grading period, the same method may be adjusted for each grading period. Custom Averages will not post to the report card.

Posting Standards

At the end of each grading period, standard marks are to be posted from the Grade Book to the student's grade file.

To post standard marks for the selected grading period, go to *Post Standards* under the *Manage* menu at left.

A screenshot of a dialog box titled "Grade Book of Teacher: Pitt, Brad". Inside the dialog, there is a tab labeled "Post Standard". Below the tab, there are three input fields: "Term:" with "Term 1" entered, "Grading Period:" with "Quarter 1" entered, and "Section Number - Name:" with "109.1 - English 9" entered. At the bottom right of the dialog, there are two buttons: "OK" and "Close".

Verify that the correct course and grading period are selected. Click **OK**.

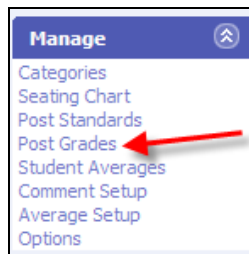
Posting Grades

At the end of each grading period, grades must be posted from the Grade Book to the student's grade file for report card printing.

Note: Posting grades must be enabled. To enable posting, go to **Grades | Setup**. Select *Grading Periods* from the lookup list and select the appropriate term. Click to view the grading period and check *Allow Posting*.

Before posting, press the **Recalculate** button on the *Scores* tab to ensure that the students' averages are up to date.

To post the grades for the selected grading period, go to *Post Grades* under the *Manage* menu at left.

A screenshot of a web application window titled "Grade Book of Teacher: Pitt, Brad". The window has a tab labeled "Post Grade". Below the tab, there are two input fields: "Term:" with "Term 1" selected and "Grading Period:" with "Quarter 2" selected. Below these is a text field for "Section Number - Name:" containing "109.1 - English 9". A section titled "System Average" is highlighted in blue and contains a list: "Q2", "Exam 1", and "Sem 1 Final". At the bottom right of the window are two buttons: "OK" and "Close".

The screen will display the information that is to be posted for the selected term and grading period. Click **OK** to post the information to the student's grade record to be printed on report cards. Click **Close** to cancel the process.

Computing Semester (Final) Averages

To compute Semester (Final) Averages, perform the following steps:

- **Step 1:** Create Semester Exam activity.
- **Step 2:** Modify Semester Exam Average Setup.
- **Step 3:** Modify the Semester (Final) Average Setup.

Note: Steps 1 and 2 are only required if the Semester Exam is used to compute a Semester Average and/or is posted on the report card. If not using semester exam, go directly to "Step 3: Modify the Semester (Final) Average Setup" on page 27.

Step 1: Create Semester Exam Activity

Create an activity with an *Activity Name* that indicates it is a Semester Final Exam.

Edit Activity:

Term: Term 1 Grading Period: Quarter 2 Section Number - Name: 109.1 - English 9

Activity

*Date: 12/21/2009 Day: Monday Unit: Semester 1 Exam *Category: Tests

*Activity Name: Sem 1 Exam ☐ Assessment ☐ Homework

Grading Properties

☒ Graded ☐ Can drop student score ☐ Is entire activity dropped

*Total: 100.00 *Weight Multiplier: 1.000000 *Weight Addition: 0.000000

Standards Comments Materials Objectives Resources

Add Delete

Name Description

Add Delete

☒ Is Completed

OK Close

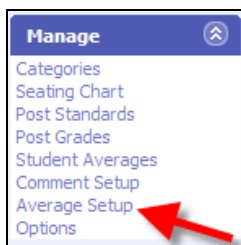
Enter data here as desired, but include the following:

- **Graded:** Check this box under the *Grading Properties* section.
- **Total:** Enter the total number of points possible for the exam.
- **Weight Multiplier:** Weight multiplier must be 1.00

Click the **Create** button and then click **OK**.

Step 2: Setup Semester Exam Average Setup

- From the *Manage* menu at left, select **Average Setup**.



Average List

Averages

Add View Delete

<input type="checkbox"/>	Name	Graded Item	Wt Add	Type	Wt Score
<input type="checkbox"/>	Exam 1	Exam 1	0.000000	Single	
<input type="checkbox"/>	Exam 2	Exam 2	0.000000	Single	
<input type="checkbox"/>	Q1	Q1	0.000000	Current Grade	
<input type="checkbox"/>	Q2	Q2	0.000000	Current Grade	
<input type="checkbox"/>	Q3	Q3	0.000000	Current Grade	
<input type="checkbox"/>	Q4	Q4	0.000000	Current Grade	
<input type="checkbox"/>	Sem 1 Final	Sem 1 Final	0.000000	Percentage	
<input type="checkbox"/>	Sem 2 Final	Sem 2 Final	0.000000	Percentage	
<input type="checkbox"/>	Year End Average	Year End Average	0.000000	Percentage	

Add View Delete

Close

- If a *Semester Exam* average does not exist, click **Add**. Enter the criteria as desired on the *Main* tab.
- If the *Semester Exam* average exists, select it from the list to **View**.
- Click the *Averaging Method* tab.

Edit Average: Exam 1

Section Number - Name: Periods: Days of The Week:

109.1 - English 11 Period 1 Everyday

Main Averaging Method

☐ All Graded Activities within Current Grading Period
☐ Running Average for Current Term: All Graded Activities within Current and Previous Grading Periods within the Current Term
☐ Running Average Across Terms: All Graded Activities within Current and Previous Grading Periods across Current and Previous Terms
☐ [Computed Average Combining other Averages](#)
☒ [Single Activity \(Activity will be excluded from Running Average\)](#)
☐ [Multiple Activities](#)

OK Close

- Select **Single Activity** (activity will be excluded from the running average).
- Select the semester exam activity by clicking the radio button to the left of the date of the activity.

Averaging Method: Single Activity

Activities

<input type="radio"/>	Date	Activity	Category
<input checked="" type="radio"/>	12/21/2009	Sem 1 Exam	Tests
<input type="radio"/>	12/02/2009	Chpt 18 Odd# Questions	Homework
<input type="radio"/>	12/15/2009	Chpt 18 Quiz	Quizzes

OK Close

- Click **OK** to close this screen and **Close** again to close the *Semester Exam Edit Average* screen.

Step 3: Modify the Semester (Final) Average Setup

The steps below may be followed to set up the Semester Average with or without an exam. The same steps may be followed for creating a year end final average, substituting *Final* for *Semester*.

- Under the *Manage* menu at left, select **Average Setup**.
- Click the line that indicates the semester average to be calculated. (ex. **Sem 1 Average**).

The screenshot shows a window titled 'Average List' with a tab labeled 'Averages'. At the top right are buttons for 'Add', 'View', and 'Delete'. Below is a table with columns: Name, Graded Item, Wt Add, Type, and Wt Score. The table contains the following rows:

<input type="checkbox"/>	Name	Graded Item	Wt Add	Type	Wt Score
<input type="checkbox"/>	Exam 1	Exam 1	0.000000	Single	
<input type="checkbox"/>	Exam 2	Exam 2	0.000000	Single	
<input type="checkbox"/>	Q1	Q1	0.000000	Current Grade	
<input type="checkbox"/>	Q2	Q2	0.000000	Current Grade	
<input type="checkbox"/>	Q3	Q3	0.000000	Current Grade	
<input type="checkbox"/>	Q4	Q4	0.000000	Current Grade	
<input type="checkbox"/>	Sem 1 Final	Sem 1 Final	0.000000	Percentage	
<input type="checkbox"/>	Sem 2 Final	Sem 2 Final	0.000000	Percentage	
<input type="checkbox"/>	Year End Average	Year End Average	0.000000	Percentage	

At the bottom right are buttons for 'Add', 'View', and 'Delete', and a 'Close' button. A red arrow points to the 'Sem 1 Final' row.

- Click the *Averaging Method* tab.
- Click **Computed Average Combining other Averages**.

The screenshot shows a window titled 'Edit Average: Sem 1 Final'. At the top are fields for 'Section Number - Name:', 'Periods:', and 'Days of The Week:'. The values are '109.1 - English 11', 'Period 1', and 'Everyday' respectively. Below are two tabs: 'Main' and 'Averaging Method'. The 'Averaging Method' tab is selected and shows the following options:

- ☐ All Graded Activities within Current Grading Period
- ☐ Running Average for Current Term: All Graded Activities within Current and Previous Grading Periods within the Current Term
- ☐ Running Average Across Terms: All Graded Activities within Current and Previous Grading Periods across Current and Previous Terms
- ☒ Computed Average Combining other Averages
- ☐ Single Activity (Activity will be excluded from Running Average)
- ☐ Multiple Activities

At the bottom right are 'OK' and 'Close' buttons.

- The *Averaging Method: Percentage* screen will display.

Name	Percentage	Exemption %	Graded Item	Wt Add	Type	Wt Score
Q3			Q3	0.000000	Current Grade	
Year End Average			Year End Average	0.000000	Multiple	
Q4			Q4	0.000000	Current Grade	
Exam 2			Exam 2	0.000000	Single	
Sem 2 Final			Sem 2 Final	0.000000	Multiple	
Q1	40.000	50.000	Q1	0.000000	Current Grade	
Q2	40.000	50.000	Q2	0.000000	Current Grade	
Exam 1	20.000	0.000	Exam 1	0.000000	Single	

- Enter the percentage for each graded item to be calculated into the semester average. For example, if each grading period grade is to count 40% of the semester average, enter a 40 next to each grading period graded item. If the exam is to count as 20% of the student's overall semester average, enter a 20 next to the semester exam graded item.
- In the exempt column, enter the percentage for each graded item to be calculated if the student is exempt from a graded item such as semester final exam. For example, if each grading period grade is to count 50% of the semester final average for students who are exempt from the semester final, enter a 50 next to each grading period item.

Note: Users may not be able to access the percentages depending on privileges assigned by the program or network administrator. Also, graded items may vary depending on the semester/term selected and length of the course (i.e., year-long course vs. a semester long course).

- Click **OK** to save.

Grade Book Reports

Reports are available on the *Grade Book* screen under the *Reports* menu at left.

Grade Book

The Grade Book report may be accessed from the **Classroom | Reports** menu or from **Classroom | Grade Book** after selecting to **View** a course. Any user who has teacher privileges or access to **Classroom | Grade Book** may print the report.

- When generating the report from **Classroom | Reports**, the report will be generated for the selected grading period and section. The report will only be generated for the current grading period. The current date will be used to determine the current grading period. User must have teacher privileges and be assigned to the section to generate. When report is generated from this location the report will include all sections to which the teacher is assigned for the current grading period.
- When generating the report from **Classroom | Grade Book**, users must first place a check next to student(s) to be included on the report and then click **Grade Book** to generate the report for the selected students. The report will print for the selected course only. Users may enter the date range for which to print.

Grade Book Report

Criteria

Start Date: 08/03/2009 ... End Date: 10/09/2009 ...

Order By: Student Display Name ... ID to Print: Student Number ...

Report Type: ☒ Summary ☐ Detail

Options

☒ Display Letter Grade ☒ Display Total Points ☒ Display Student Average

☐ Suppress Student Name

Include

☐ Withdrawn Students

Format: HTML ... ☐ Save as Default

Preview Close

- **Start Date:** Includes activities on or after Grading Period Start date. Defaults to current grading period start date.
- **End Date:** Includes activities on or before Grading Period End date. Defaults to current grading period end date.
- **Order By:** Select to order report by:
 - Student Display Name: Order students by display name (Alpha ascending).
 - Student ID: Order students by value selected in *ID to Print* (Alpha then numeric, ascending).
 - Section Average: Order students by section average (Numeric descending).
- **ID to Print:** Select to print *Alternate Student Number*, *Social Security Number*, *State ID Number*, or *Student Number*.
- **Report Type:** Select *Detail* or *Summary*.
- **Include Withdrawn Students:** Select to include students who are currently withdrawn from the section regardless of their current enrollment status.
- **Suppress Student Name:** Check to hide student names on printed report.

Note: When printing a summary report and activities reach the right margin a new page will be started containing the remaining activities so the user can view the entire report by laying the pages side by side.

Report Cards

Prints the posted grades for the selected grading period and student(s).

Code	C	Reason
COL	E	College Visit
Court	E	Court
DR	E	Doctor/Dentist
FNR	E	Funeral
II	E	II
NN	II	No Note

- ***Grading Period:** Select the grading period for which to print.
- ***ID To Print:** Select to include the *Student Number, State ID Number, Alternate Student Number, Social Security Number* or *None*.
- ***Order By:** Select to order the report cards by *Grade Level, Postal (Zip) Code, Student Homeroom, Student Name* or *Student Number*.
- **Go Green:** Select this option to not print a hard copy of the report card for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which can be used to generate an email to the student/contact to let them know the report is available for viewing via the home portal.
- **Show Grades:** Select to *Show Grades Across the Page* (i.e., one row for each course) or *Show Grades Down the Page* (i.e., one row for each grade).
- **Absence Reasons:** If selecting to include attendance information, select the absence reason codes to be included in the absence totals.
- **Heading:** Enter a heading that will print directly above the student name/address.
- **PTD Daily Att:** Includes cumulative absences as well as absences for the selected grading period.
- **Period Att:** Include attendance for each period.
- **Print Credit:** Prints the earned credit.
- **Promotion Status:** Check to print the student's current promotion status. Generally used at the end of the school year to display whether the student is promoted or retained.
- **Picture:** Check to print the student's picture if it is on file.
- **Notes:** Check to print notes assigned to the student.

- **Display YTD Info**: This will include any previous graded items that are set to print on an all-year report card.
- **Parent Signature**: Adds a line for the parent to sign the report cards.
- **Additional Mailing**: Check to print extra report cards for contacts marked to receive mailings.
- **Withdrawn Students**: Check to print report cards for currently withdrawn students.

Progress Reports

Progress Reports prints the current average for the selected student(s).

- **Absence Reasons**: Select the absence reasons to be included in the selected daily attendance counts.
- **Attendance**: Prints Year-To-Date and Grading Period daily attendance. Period Attendance may be included as well.
- **Section Comment**: Enter a comment to be printed for each section.
- **ID To Print**: Select the ID to print on the report card (*None, Student Number, State ID Number, Alternate Student Number, and Social Security Number*).
- **Min/Max Student Average**: If a value is entered, only the students who have averages between the Min/Max parameters will be displayed in the report. It is not necessary to enter both a Minimum and a Maximum.
- **Go Green**: Select this option to not print a hard copy of the report for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which can be used to generate an email to the student/contact to let them know the report is available for viewing via the home portal.
- **Class Average**: Includes the overall class average for each activity.
- **Period Attendance**: Check to include period attendance counts on the report card.

- **Total Points**: Displays the total points earned for the student for the grading period.
- **Signature Line**: Prints a parent/guardian signature line.
- **Additional Mailings**: Check to print extra reports for contacts marked to receive mailings.
- **Category Averages**: Provides a breakdown on the student is doing in each category.
- **Min/Max Category Averages**: To include only students with an overall category average in a given range, check the *Category Averages* box and enter the numeric range in the fields provided.
- **Letter Grade**: Prints the letter grade equivalent of the current running average for the student directly below the running average.
- **Student Comment**: Includes comments entered on the activity grade under *Scores*.
- **Student Mailing Address**: Prints the student mailing address on the report for mailing.

Comprehensive Progress Report

The Comprehensive Progress Report is a one-per-student report of posted grades along with activity grades for a selected grading period and/or date range. If generating the report from the Grade Book, place a check next to the student(s) for which to print and then click **Comprehensive Progress Report** option. The report is also available **Classroom | Reports**. When generating from the **Classroom | Reports** menu, the report will print for all students the user teachers for all classes.

Comprehensive Progress

Criteria

Student Filter:

Grading Period

*Selected Periods

Grading Period 1
Grading Period 2
Grading Period 3
Grading Period 4

Start Date: End Date:

*Display Daily Attendance:

☐ Go Green

Absence Reasons:

<input checked="" type="checkbox"/>	Code	C	Reason
<input checked="" type="checkbox"/>	COL	E	College Visit
<input checked="" type="checkbox"/>	Court	E	Court
<input checked="" type="checkbox"/>	DR	E	Doctor/Dentist
<input checked="" type="checkbox"/>	FNR	E	Funeral
<input checked="" type="checkbox"/>	II	E	II
<input checked="" type="checkbox"/>	NN	II	No Note

Min. Student Average Max. Student Average

Include

<input type="checkbox"/> Student Mailing Address	<input type="checkbox"/> Total Points	<input type="checkbox"/> Class Average Only
<input type="checkbox"/> Student Comment	<input type="checkbox"/> Category Averages	<input type="checkbox"/> Class Average
<input type="checkbox"/> Signature Line	<input type="checkbox"/> Period Attendance	<input type="checkbox"/> Withdrawn Students
<input type="checkbox"/> Student Photo	<input type="checkbox"/> Additional Mailings	

ID To Print: Order By:

Working Filter

☐ Save to Working Filter ☐ Append to Existing ☒ Overwrite Existing

Format: ☐ Save as Default

- **Student Filter**: Disabled if printing from the Grade Book. If printing from **Classroom | Reports**, select the filter of students to be included on the report. If not filter is selected, all students that the teacher teaches will be included.

- ***Grading Period:** Select the grading period for which to print. This option is disabled when printing from the Grade Book as the grading period was already selected before accessing the *Grade Book* screen.
- **Start/End Date:** Select to print for a date range of activities. Dates must be within the grading period selected.
- **Absence Reasons:** If including attendance on the report, place a check next to each absence reason to be included on the report. Alternately, click the drop-list and select **Excused** or **Unexcused** and all applicable reasons will be selected by default.
- ***Display Daily Attendance:** Select to include *None*, *Grading Period*, *Year To Date* or *Both*.
- **Min./Max. Student Average:** Select to print a report for only those students who have at least one section average between the minimum and maximum range entered here.
- **Go Green:** Select this option to not print a hard copy of the report for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which may be used to generate an e-mail to the student/contact to let them know the report is available for viewing via the home portal.
- **Include:**
 - *Student Mailing Address*
 - *Student Comment*
 - *Signature Line*
 - *Student Photo*
 - *Total Points*
 - *Category Averages*
 - *Period Attendance*
 - *Additional Mailings*
 - *Class Average Only*
 - *Class Average*
 - *Withdrawn Students*
- **ID To Print:** Select to print *None*, *Alternate Student Number*, *State ID* or *Student Number*.
- **Order By:** Select to order the report by *Student Display Name*, *ID Selected* (if printing ID), *Grade Level*, *Homeroom*, *Postal Code* or *Distribution Period* (not available if printing from the Grade Book).

Birthday Listing

The Birthday Listing generates a listing of students and their birthday based on a calendar date range or monthly range.

The screenshot shows the 'Birthday Listing' window. It has a title bar with a close button. Below the title bar is a 'Criteria' section with a 'Student Filter' dropdown menu. The 'Report For' section has two radio buttons: 'Date or Range of Dates' (selected) and 'Month or Range of Months'. The 'Date or Range of Dates' section has 'Start Date' and 'End Date' fields with date pickers. The 'Month or Range of Months' section has 'Start Month' and 'End Month' dropdown menus. Below these is a '*Group By:' dropdown menu with 'No Grouping' selected. There are two checkboxes: 'Include Withdrawn Students' and 'Include Student Photograph'. The 'Working Filter' section has three radio buttons: 'Save to Working Filter', 'Append to Existing', and 'Overwrite Existing' (selected). The 'Format:' dropdown menu is set to 'HTML', with a 'Save as Default' checkbox. At the bottom right are 'Preview' and 'Close' buttons.

- **Student Filter:** Select the filter of students to be included on the report. If not filter is selected, all students will be included.
- **Date or Range Of Dates:** Enter the range of dates of birthdays to include. For example, to print all birthdays for the year 1999, enter *1/1/1999* to *12/31/1999*.
- **Month or Range of Months:** Select the start and end month. For example, to print tall February birthdays regardless of the year the student was born, select *February* for both the start and end months.
- ***Group By:** Select to group the report by *No Grouping* (Alphabetic), *Date of Birth*, *Grade Level* or *Homeroom*.
- **Include Withdrawn Students:** Select to include currently withdrawn students on the report.
- **Include Student Photograph:** Check to include the student's photo if on file.

Lesson Plan

The Lesson Plans Report prints the lesson plans based on a selected date range. The report may be used a summary count or a detailed list.

Lesson Plans

Criteria

Staff Filter: [Dropdown]

*Start Date: 01/04/2010 [Calendar Icon]

*End Date: 03/12/2010 [Calendar Icon]

☐ Include Activities

Activity Attribute Text: Public [Dropdown]

Activity Attributes: [List: All, Comments, Materials, Objectives, Resources]

☐ Include Standards

Minimum Number of Days With Plans: [Text Box]

Activity Categories: [List: All, Homework, Quizzes, Tests]

Sort Activities: Date/Category [Dropdown]

Sort Sections: Teacher/Period [Dropdown]

Working Filter

☐ Save to Working Filter ☐ Append to Existing ☒ Overwrite Existing

Format: HTML [Dropdown] ☐ Save as Default

[Preview] [Close]

- **Staff Filter:** Select the filter of staff for which to print. This option is disabled when printing from the Grade Book reports menu.
- ***Start/End Date:** Select the range of dates of the activities to be included.
- **Include Activities:** Check to include information from the activity tabs.
- **Include Standards:** Check to include standard marks for the selected activities and date range.
- **Activity Attribute Text:** Select to include *Public*, *Private* or *Public and Private*.
- **Activity Attributes:** Select the activity tabs to be included.
- **Minimum Number of Days With Plans:** Enter the minimum number of days with lesson plans to be included.
- **Activity Categories:** Select the activity categories (i.e., *Homework*, *Quizzes*) to be included.
- **Sort Activities:** Select to sort activities by *Date/Category* or *Category/Date*.
- **Sort Section:** Select to sort the various sections by *Teacher/Section*, *Teacher/Course*, *Teacher/Period* or *Section*.

Standards Report Card

The Standards Report Card allows the one-per-student reporting of standards.

Standards Report Card

Criteria

Student Filter:

*Grading Period:
 Grading Period 1
 Grading Period 2
 Grading Period 3
 Grading Period 4

Absence Reasons:

Code	C	Reason
<input checked="" type="checkbox"/>	COL	E College Visit
<input checked="" type="checkbox"/>	Court	E Court
<input checked="" type="checkbox"/>	DR	E Doctor/Dentist
<input checked="" type="checkbox"/>	FNR	E Funeral

Message:

Grading Scale:

☐ Go Green

Include

☐ Parent Signature
☐ Report Card Grades
☐ Report Card Comments
☐ Promotion Status
☐ Student Picture
☒ Student Address
☐ Sections Withdrawn
☐ Additional Mailings
☐ Withdrawn Students
☐ Standards with Marks Only
☐ Standards Comments
☐ Announcement

*Attendance Details:
 Both

*ID to Print:
 Student Number

*Order By:
 Display Name

Working Filter

☐ Save to Working Filter
☐ Append to Existing
☒ Overwrite Existing

Format:
 HTML

☐ Save as Default

Preview Close

- **Student Filter**: Select the filter of students to include. If no filter is selected, all students will be included.
- ***Grading Period**: Select the grading period for which to print.
- **Absence Reasons**: Select the absence reasons to be included in the absence counts on the report card.
- **Message**: Enter the message to display on all students' report cards.
- **Grading Scale**: Enter the grading scale to print on the report card.
- **Go Green**: Select this option to not print a hard copy of the report for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which may be used to generate an e-mail to the student/contact to let them know the report is available for viewing via the home portal.
- **Parent Signature**: Adds a line for the parent to sign the report cards.
- **Report Card Grades**: Check to include posted report card grades on the standards report card.
- **Report Card Comments**: Only available if including Report Card grades. Check to include the comments that are attached to report card grades.

- **Promotion Status:** Check to print the student's current promotion status. Generally used at the end of the school year to display if the student is promoted or retained.
- **Student Picture:** Check to print the student's picture if it is on file.
- **Student Address:** Check to include the student's address on the report card.
- **Sections Withdrawn:** Check to include skills marks for course sections from which the student is currently withdrawn.
- **Additional Mailings:** Select to print a copy for all student contacts who are checked to receive mailings.
- **Withdrawn Students:** Check to print report cards for currently withdrawn students.
- **Standards With Marks Only:** Check to print only the skills for which students have received a mark (score).
- **Standards Comments:** Check to include the comments that were attached to the standard marks.
- **Announcement:** Check to include the school announcement that is assigned to the grading period under **Grading | Setup | Grading Periods** lookup.
- ***Attendance Details:** Select to include *None*, *Yearly*, *Grading Period* or *Both Year/Grading Period* attendance totals.
- ***ID To Print:** Select to include the student's *Alternate Student Number*, *None*, *Social Security Number*, *State ID Number* or *Student Number*.
- ***Order By:** Select to order the report cards by *Display Name*, *Distribution Period*, *Grade Level*, *Homeroom*, *Student Number* or *Postal (Zip) Code*.

Worksheet Report

The Worksheet Report allows a teacher, or an administrator with appropriate rights, to print a worksheet for a specific date range, with specific activities, with or without grades/scores. It also allows the teacher to print either the student names or student numbers (for example, to print grades on a particular activity).

Worksheet Report

Criteria

Start Date: 03/15/2010 End Date: 05/28/2010

ID to Print: Student Number Extra Columns: None

<input checked="" type="checkbox"/>	Date	Category	Activity
<input checked="" type="checkbox"/>	05/05/2010	Homework	Chpt 28 Odd# Questions
<input checked="" type="checkbox"/>	05/10/2010	Homework	Chpt 28 Even# Questions
<input checked="" type="checkbox"/>	05/14/2010	Quizzes	Chpt 28 Quiz
<input checked="" type="checkbox"/>	05/17/2010	Homework	Chpt 29 Even# Questions
<input checked="" type="checkbox"/>	05/18/2010	Homework	Chpt 29 Odd# Questions
<input checked="" type="checkbox"/>	05/20/2010	Quizzes	Chpt 29 Quiz
<input checked="" type="checkbox"/>	05/24/2010	Tests	Sem 1 Final Exam

Include

☐ Scores ☐ Average
☐ Letter Grade ☐ Student Name

Working Filter

☐ Save to Working Filter ☐ Append to Existing ☒ Overwrite Existing

Format: HTML ☐ Save as Default

Preview Close

- ***Start/End Date:** Enter the date range for activities to include.
- ***ID To Print:** Select to include *Student Number*, *State ID Number*, *Alternate Student Number*, *Social Security Number* or *None*.
- **Extra Columns:** Select to include *None*, *One*, *Two* or *Three* extra blank columns on the report.
- **Activities:** Users may also place a check next to the activities to be included on the worksheet.
- **Include:**
 - **Scores:** Check to include the student scores for all included activities.
 - **Average:** Check to include the student's running average.
 - **Letter Grade:** Check to include the letter grade equivalent of the grade.
 - **Student Name:** Check to include the student name on the report. Uncheck this option if, for example, scores are to be posted to a bulletin board.

Missing Assignments Report

A Missing Assignments report has been added and may be accessed from:

- The **Classroom | Reports** menu.
- The **Classroom | Grade Book** menu. Select to **View** a course. Select the **Missing Assignment** link under the **Reports** menu at left. Any user who has teacher privileges or access to **Classroom | Grade Book** may print the report.
- The **Student | Student Maintenance** menu. Select to **View** a student. Select the **Missing Assignment** link under the **Reports** menu at left.

The screenshot shows a window titled "Missing Assignments" with several sections for configuring the report:

- Criteria:**
 - *Start Date: [Text box] ...
 - *End Date: [Text box] MM/dd/yyyy ...
 - Order By: [Dropdown menu] Student
 - ID to Print: [Dropdown menu] Student Number
- Options:**
 - ☒ Count Zeros as Missing
 - ☐ One Per Page
 - ☐ Suppress Student Name
- Include:**
 - ☐ Alternate Scores Only
 - ☐ Withdrawn Students
 - Alternate Scores: [List box containing "All" and "R"]
- Format:**
 - [Dropdown menu] HTML
 - ☐ Save as Default

At the bottom right are "Preview" and "Close" buttons.

- ***Start Date:** Includes activities on or after this date. Defaults to current grading period start date.
- ***End Date:** Includes activities on or before this date. Defaults to current grading period end date.
- **Order By:** Select to order by *Student* or *Section*.

- Student: Lists each student with each section (ascending by time slot) then each activity (ascending by date) for the sections where scores are missing.
- Section: Groups by full Section Number ascending, then lists activities ascending by date, then students (ascending by display name) who are missing activity scores.
- **ID to Print**: Select to print *Alternate Student Number*, *Social Security Number*, *State ID Number* or *Student Number*.
- **Count Zeros as Missing**: Will include activities for which a student received a 0 grade.
- **One Per Page**: If checked, a page break will be inserted based on the *Order* selected.
- **Suppress Student Name**: Check to hide student names on the printed report.
- **Alternate Scores Only**: Will only print activities for which Alternate Scores have been assigned.
- **Alternate Scores**: Select the Alternate Scores to include on the report or select --- All ---.
- **Withdrawn Students**: Check to include students who have withdrawn from the section.

Student Listing

A listing report of all students in the selected class.

- ***Report Type**: Select to print a *Summary* or *Detail* report.
- ***Order By**: Select to order students on the report by *Student Name*, *Student ID Number*, *Grade Level*, *Homeroom* or *Postal (Zip) Code*.
- **Report Subtitle**: Enter a heading to print at the top of the report.
- ***Student Identifier**: Select to print *Student ID*, *State Student ID*, *Alternate Student ID*, *Social Security Number* or *None*.
- ***Address**: Select to include *Mailing Address*, *Physical Address*, *Both Mailing and Physical* or *None*.

- ***Contacts:**
 - Primary Family Only: Any contact who is flagged as *Is Family Member* and whose physical address is the same as the student's.
 - Primary Family and Extended: Any contact who is checked as *Is Family Member*.
 - Emergency Contact Only
 - Can Pick Up Student Only
 - None
- **Include:**
 - Race
 - Lunch Code
 - Student Photograph
 - Student Status
 - Unlisted Information
 - Withdrawn Students

Standardized Test

A report of student's Standardized Test results. The report is available from the following menus:

- **Reports | All Reports**
- **Student Maintenance | Reports**
- **Student Maintenance | Select to View a student | Reports** menu on the left.
- **Classroom | Reports**
- **Classroom | Select to View a section | Reports** menu on the left.

Standardized Test

Criteria

Student Filter

*Start Date:
MM/dd/yyyy

*End Date:
MM/dd/yyyy

Test:
--- All ---
Sample Test
GRADUATION EXAM
SAT

Components:
--- All ---

*Meets Requirements:
Both

*ID to Print:
Student Number

Include

☐ Withdrawn Students
☐ Report Parameters in Header
☐ Components & Scores

Working Filter

☐ Save to Working Filter
☐ Append to Existing
☒ Overwrite Existing

Format:
HTML
☐ Save as Default

Preview
Close

- ***Start/End Date:** To only include tests with a specific date, enter the date range in the *Start* and *End* fields.
- **Test:** To print for only a select test(s), select it from the list or select to print for **All**.
- **Components:** To print for only a select component(s), select it from the list of select to print for **All**.
- ***Meets Requirements:** Select to include students who have met the requirements (*Yes*), have not met requirements (*No*) or all (*Both*).
- ***ID To Print:** Select to include *Alternate Student Number*, *Social Security Number*, *State Student ID* or *Student Number*.
- **Include:**
 - Withdrawn Students
 - Report Parameters in Header
 - Components & Scores

Two Column Report Card

A two-column traditional report cards (i.e., non skill-based report cards). This report may be accessed under:

- **Students | Reports**
- **Students | Student Maintenance:** Search for and select to **View** the student. Select the *Two Column Report Card* option under the *Reports* menu on the left.
- **Reports | Two Column Report Card**
- **Grades | Reports**
- **Classroom | Gradebook:** Select to **View** the course. Select the *Two Column Report Card* option under the *Reports* menu on the left.

Two Column Report Card

Criteria

Student Filter:

*Grading Period:

Quarter 1

*Order By:

Distribution Period

*Distribution Period:

Period 7

*Distribution Date:

08/31/2009

*ID to Print:

Student Number

Absence Reasons:

Excused

<input checked="" type="checkbox"/>	Code	C	Reason
<input checked="" type="checkbox"/>	COL	E	College Visit
<input checked="" type="checkbox"/>	Court	E	Court
<input checked="" type="checkbox"/>	DR	E	Doctor/Dentist
<input checked="" type="checkbox"/>	FNR	E	Funeral
<input checked="" type="checkbox"/>	II	E	II
<input checked="" type="checkbox"/>	NN	II	No Note

Include

☒ Attendance Summary
☐ Merit/Demerit Summary
☐ YTD Info
☐ Promotion Status

☒ ~~Notes~~
☒ Grading Scale Legend
☒ Standards Grading Scale Legend
☒ Comment Legend

☐ Parent Signature
☐ Withdrawn Students
☐ Withdrawn Sections
☐ Photograph

☐ Announcements
☐ Standards

Working Filter

☐ Save to Working Filter
☐ Append to Existing
☒ Overwrite Existing

Format:

HTML

☐ Save as Default

Preview
Close

- ***ID to Print:** Select the student identifier to print (*None, Student Number, State ID Number, Alternate Student Number or Social Security Number*).
- ***Grading Period:** Select the grading period for which to print.
- **Absence Reasons:** If including attendance information on the report card, select the absence reasons to be included in the attendance totals.
- ***Order By:** Select to order the printing of report cards by *Student Display Name, ID Selected, Grade Level, Homeroom, Zip Code or Distribution Period*. If selecting *Distribution Period*, select the period of day and enter the date for which to print. Student report cards will be grouped together by course for the selected period and date. When printing from either **Students | Reports**, the student *Maintenance* screen or from the Grade Book, users do not have the option to print in *Distribution Period* order.
- **Attendance Summary:** Check to include an attendance summary. Attendance will be included for the selected absence reasons. The attendance section will include the following based on the absence reason codes selected:
 - Total Days Enrolled
 - Total Days Present
 - Days Absent
 - Excused Days Absent
 - Unexcused Days Absent
 - Times Tardy
 - Excused Tardies
 - Unexcused Tardies
- **Notes:** Check to include the notes entered on the student posted grades. Only notes for the selected grading period will print.
- **Parent Signature:** Check to include a parent signature line on the report card.
- **Announcements:** Check to include the announcements entered on the selected grading period.
- **Merit/Demerit Summary:** Select to include a summary of the student's merits and demerits based on the student's discipline and commendation views.
- **Grading Scale Legend:** Check to include the grading scale legend based on grading scales assigned to the course. Student's schedule may contain sections with different grading scales. The report will print all grading scales for the student in the *Grading Scale Legend* in descending order by max score/range value.
- **Withdrawn Students:** Check to include currently withdrawn students when printing.
- **Standards:** Check to include standard marks on the report card.
- **YTD Info:** Check to include previous grading period grades along with the selected grading period. The report will display up to the last four grading periods due to space availability.
- **Standards Grading Scale Legend:** Check to include a legend for the standard grading scale if selecting to print *Standards*. Student's schedule may contain sections with different standard grading scales. The report will print all standard grading scales for the student in the *Standards Grading Scale Legend* in descending order by max score/range value.
- **Withdrawn Sections:** Check to include marks for course sections from which the student has previously withdrawn during the selected academic session. An asterisk (*) will appear next to the student name.

- **Promotion Status**: Check to include the student's current promotion status.
- **Comment Legend**: Check to include a legend of descriptions for the comments assigned to the student grade records.
- **Photograph**: Check to include the student's photo if on file.

Seating Chart

To print the seating chart, go to **Classroom | Grade Book**. Select to **View** a class. Click the **Seating Chart** option under the *Reports* menu on the left.

Additional Reports

Depending on the privileges assigned to the user, additional reports may be accessed under the **Classroom | Reports** menu.

Reports that are accessible from the **Reports** menu that are not accessible from the Grade Book include the following:

Lunch Counts

A listing of posted student, staff or guest lunches for a selected date range.

Unposted Grades

A report of sections for which grades have not yet been posted for a selected grading period.

Seating Charts

Seating charts may be created for displaying students. To create a seating chart, open the Grade Book for the course.

Click **Seating Chart** at left under the *Manage* menu.



A grid will display with a list of students enrolled in the course to the left. If photographs have been installed and assigned to students, student photos will display.



Grid Size

The grid defaults to 8 seats across and 8 seats deep. To modify the grid size, change the number of seats across or deep and click **Refresh**.

Insert/Remove Students

To place students within the seating chart, click the student and drag them to the position in the chart.



To remove students from the grid, click the student's picture and drag it back to the student list at left.

To save changes, click **OK**.

Seating Chart Report

To print the seating chart report, go to **Classroom | Grade Book**. Select to **View** a class. Click **Seating Chart** under the *Reports* menu on the left.

Other Tips

What is the blue box?

What is the blue box surrounding student's scores for Activities?

Chap 3 Test	test1	test2
10/02	10/12	10/12
	10.00	100.00
	10.00	90.00
	10.00	50.00
	10.00	99.00
	10.00	5.00
	10.00	77.00
	10.00	73.00
	10.00	70.57

The blue box indicates the student was marked absent for that period and for the day of the activity.

Can student demographic information be accessed from the Grade Book?

Yes. Click on the student's name and the student's maintenance screen will open.



Note: The ability to access student information is based on privileges assigned to the user.




Plan Scores Comments Standards									
Category: --- All ---		Standards: --- All ---		Refresh		Recalculate			
Student	Student Name	Alerts	Let	Total Points	Avg	Tale Of Two Cities Quiz 1 05/28	Read Chp 13-15 Tale/Two City 05/26	Chp 13-15 A Tale Of Two Cities 05/23	
<input type="checkbox"/> S1001	Adams, Amy Louise	🚧	A	98.00	52.00	49.00			
<input type="checkbox"/> S1007	Anniston, Jennifer		A	96.00	48.00				
<input type="checkbox"/> S1008	Armstrong, Louis		A	94.00	52.00	47.00			
<input type="checkbox"/> S1009	Arthur, Jessica		A	92.00	46.00				
<input type="checkbox"/> S1010	Baer, Justin		A	90.00	52.00	45.00			
<input type="checkbox"/> S1013	Blair, Bonnie		C	78.00	52.00	39.00			
<input type="checkbox"/> S1014	Bradshaw, Terry		B	84.00	52.00	42.00			
Avg				90.29	52.00	44.50			

What do the symbols mean in the Alerts column?

If permission is granted to users to view alerts, these alerts may be viewed under the *Alerts* column within the Grade Book. The icons pertain to the particular student.

Note: Alerts will only display if data is entered for the student. For example, if a student has not been given rights to access the Internet, the Internet access icon will not appear for the student.

-  **Explorer Icon:** The student has been marked as having permission for Internet access.
-  **Cross:** The student has been marked as having a medical alert. Click this icon to view the student's alert.

-  **Graduation Cap:** The student has been marked as **Active** for their *Special Education Status*.
-  **Balloon:** The student has been marked with a special alert. Double-click on the icon to view the special alert.
-  **T:** The student has met the truancy threshold as established by the district.

Textbook Tracking

If the district chooses, student textbooks may be managed by the teacher.

Note: The term *textbook* refers to any media distributed to students including textbooks, workbooks, cd's, etc.

Assigning Textbook to Students

- To assign textbooks to students, go to **Classroom | Textbook**.
- Select the section.

Textbook Assignment

Course: Section: Textbook:

Assign Return View Delete

<input type="checkbox"/>	Student	Name	Book Name	Number	Condition	CS	Issue Date
<input type="checkbox"/>	S1098	Abbot, Fred	Alg 1 Workbook			Yes	
<input type="checkbox"/>	S1098	Abbot, Fred	Algebra 1				
<input type="checkbox"/>	S1094	Adams, Monica	Alg 1 Workbook			Yes	
<input type="checkbox"/>	S1094	Adams, Monica	Algebra 1				
<input type="checkbox"/>	S1100	Charleston, Casey	Alg 1 Workbook			Yes	
<input type="checkbox"/>	S1100	Charleston, Casey	Algebra 1				
<input type="checkbox"/>	S1027	Franklin, Gail	Alg 1 Workbook			Yes	
<input type="checkbox"/>	S1027	Franklin, Gail	Algebra 1				
<input type="checkbox"/>	S1103	Madison, Becky	Alg 1 Workbook			Yes	
<input type="checkbox"/>	S1103	Madison, Becky	Algebra 1				
<input type="checkbox"/>	S1105	Sanders, Gene	Alg 1 Workbook			Yes	
<input type="checkbox"/>	S1105	Sanders, Gene	Algebra 1				
<input type="checkbox"/>	S1107	Suarez, Betty	Alg 1 Workbook			Yes	
<input type="checkbox"/>	S1107	Suarez, Betty	Algebra 1				
<input type="checkbox"/>	S1109	Watson, Darren	Alg 1 Workbook			Yes	
<input type="checkbox"/>	S1109	Watson, Darren	Algebra 1				

Assign Return View Delete

Close

- All students currently enrolled in the course will display. A line will display for each student and for each textbook that has been assigned to the course. To filter the list to only one specific textbook that has been assigned to the course, select the textbook from the drop list. Click a column heading (i.e. *Book Name*) to sort the list by the selected column.

Textbook Assignment

Course: 206 Section: 1 Textbook:
 --- All ---
 --- All ---
 Alg 1 Workbook
 Algebra 1

<input type="checkbox"/>	Student	Name	Book Name	Number	Condition	CS	Issue Date
<input type="checkbox"/>	S1098	Abbot, Fred	Alg 1 Workbook			Yes	
<input type="checkbox"/>	S1098	Abbot, Fred	Algebra 1				

- Place a check next to each record to be assigned and click **Assign**.

Add Student Textbook: S1098 - Abbot, Fred

Name: Alg 1 Workbook Format: Workbook Consumable: Yes

*Number: 14 *Assigned Condition: Current Inventory Condition
 Inventory Numbers: 1 - 400

*Issue Date: 08/02/2010 Fee: 15.00

Record 1 of 16 Create Cancel

- The student's name and book details will display at the top of the screen. Enter the *Number* to assign to this student/textbook. Tip: If the user places the mouse pointer over the *Number* field, a tool tip will display indicating the inventory range of numbers for this book.
- Confirm the *Assigned Condition*, *Issue Date* and *Fee*.
- Click **Create**.
- Continue assigning book numbers to each selected student. Once assigned, the students will be listed with the *Book Name*, *Number*, *Condition*, if the book is Consumable (CS) and the *Issue Date*.

Returning Student Textbooks

Assigned textbooks may be returned.

- Go to **Classroom | Textbook**.
- Select the section.
- The list of students currently enrolled in the class will display.

Textbook Assignment

Course: Section: Textbook:

Assign Return View Delete

<input type="checkbox"/>	Student	Name	Book Name	Number	Condition	CS	Issue Date
<input type="checkbox"/>	S1098	Abbot, Fred	Alg 1 Workbook	14	New	Yes	08/01/2010
<input type="checkbox"/>	S1098	Abbot, Fred	Algebra 1	1	New		08/01/2010
<input type="checkbox"/>	S1094	Adams, Monica	Alg 1 Workbook	15	New	Yes	08/01/2010
<input type="checkbox"/>	S1094	Adams, Monica	Algebra 1	2	New		08/01/2010
<input type="checkbox"/>	S1100	Charleston, Casey	Alg 1 Workbook	16	New	Yes	08/01/2010
<input type="checkbox"/>	S1100	Charleston, Casey	Algebra 1	3	New		08/01/2010
<input type="checkbox"/>	S1027	Franklin, Gail	Alg 1 Workbook	17	New	Yes	08/01/2010
<input type="checkbox"/>	S1027	Franklin, Gail	Algebra 1	4	New		08/01/2010
<input type="checkbox"/>	S1103	Madison, Becky	Alg 1 Workbook	18	New	Yes	08/01/2010
<input type="checkbox"/>	S1103	Madison, Becky	Algebra 1	5	New		08/01/2010
<input type="checkbox"/>	S1105	Sanders, Gene	Alg 1 Workbook	19	New	Yes	08/01/2010
<input type="checkbox"/>	S1105	Sanders, Gene	Algebra 1	6	New		08/01/2010
<input type="checkbox"/>	S1107	Suarez, Betty	Alg 1 Workbook	20	New	Yes	08/01/2010
<input type="checkbox"/>	S1107	Suarez, Betty	Algebra 1	7	New		08/01/2010
<input type="checkbox"/>	S1109	Watson, Darren	Alg 1 Workbook	21	New	Yes	08/01/2010
<input type="checkbox"/>	S1109	Watson, Darren	Algebra 1	8	New		08/01/2010

Assign Return View Delete

Close

- Place a check next to the textbook(s) to be returned and click **Return**.

Return Student Textbook

*Condition:

*Cost Code:

*Date:

☐ Calculate Charge

OK Close

- Condition:** Select the condition of the textbook at the time it was returned.
- Cost Code:** If the student is to be charged a percentage of the original cost of the book, select the percentage here.
- Date:** Enter the date the book was returned.
- Calculate Charge:** Users may either enter the dollar amount to be charged to the student or check the *Calculate Charge* box to have the program determine the amount to charge the student based on the cost code.

View a Textbook

To view the details of a textbook that has been assigned to a student, go to **Classroom | Textbook**. Select to **View** the class. Place a check next to the record(s) and click **View**.

Delete a Textbook From A Student

If the wrong book was assigned to the student, users may delete the textbook from the student's history.

Note: The textbook will not be removed from inventory. It will only be removed from the selected student's textbook history.

Go to **Classroom | Textbook**. Select to **View** the class. Place a check next to the record to be deleted and click **Delete**.

Textbook Assignment

Course: 209 Section: 1 Textbook: --- All ---

<input type="checkbox"/>	Student	Name	Book Name	Number	Condition	CS	Issue Date
<input checked="" type="checkbox"/>	S1040	Agassi, Benjamin	Linear Algebra: A Modern Introduc...	14	New		06/23/2010
<input type="checkbox"/>	S1090	Anderson, Brent	Linear Algebra: A Modern Introduc...	15	New		06/23/2010
<input type="checkbox"/>	S1088	Ant, Adam	Linear Algebra: A Modern Introduc...	16	New		06/23/2010
<input type="checkbox"/>	S1056	Hanks, Anthony	Linear Algebra: A Modern Introduc...	17	New		06/23/2010
<input type="checkbox"/>	S1055	Pacino, Albert	Linear Algebra: A Modern Introduc...	18	New		06/23/2010
<input type="checkbox"/>	S1095	Rolloff, Marty	Linear Algebra: A Modern Introduc...	19	New		06/23/2010
<input type="checkbox"/>	S1047	Tyler, Linda	Linear Algebra: A Modern Introduc...	20	New		06/23/2010

Assign Return View Delete

Close

Managing Individual Student Textbooks

If a user has been granted access to the student screen, the user may manage an individual student's textbooks. For example, from the **Classroom | Gradebook** screen, select to **View** a class. Click the **Student Name** that appears as a blue link. Click **Textbook** under the *Manage* menu on the left.

Student Textbook: S1098 - Abbot, Fred

Textbook History

Filter By: Term --- All --- Action --- All ---

<input type="checkbox"/>	Section	Per	Book Name	CS	Action	Number	Condition	Date	Amount
<input type="checkbox"/>	206.1 Algebra I	4	Alg 1 Workbook	Yes	Assigned	14	New	08/01/2010	15.00
<input type="checkbox"/>	206.1 Algebra I	4	Algebra 1		Assigned	1	New	08/01/2010	25.00

Assign Return View Delete

Close

All textbooks assigned to the student will display.

- **Term**: Click the drop-list to filter the list by term.
- **Action**: Click the drop-list to display only *Assigned*, *Returned*, *Unaccounted* or *Unassigned* textbooks.

Note: An *Unaccounted* textbook record is created if a class was deleted from the student's schedule but the textbook was not marked as returned.

- **Assign**: Place a check next to a textbook record and click to assign the textbook to the student.
- **Return**: Place a check next to a textbook record and click to return the textbook from the student.
- **View**: Place a check next to a textbook record and click to view/edit the record. From the view screen, users may check the *Return Textbook* box and enter the *Condition*, *Cost Code*, *Date* and *Charge* associated with this returned textbook.

Edit Student Textbook: S1098 - Abbot, Fred

Name Alg 1 Workbook	Format Workbook	Consumable Yes
*Number 14	*Assigned Condition New	
*Issue Date 08/01/2010	*Fee 15.00	
<input type="checkbox"/> Return Textbook		
*Condition New	*Cost Code	
*Date 07/01/2010	*Charge 0.00	
<div>OK Close</div>		

- **Delete**: Place a check next to a textbook record and click to delete the record.
- **History**: Click the *History* tab to view the history of textbooks assigned to this student for all academic sessions.

Textbook History: S1098 - Abbot, Fred

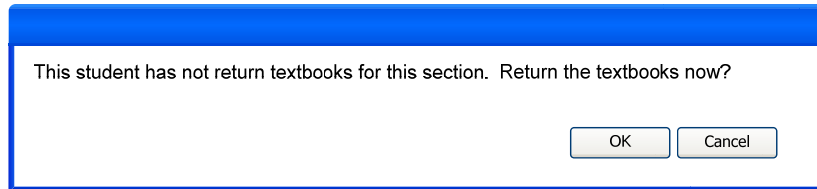
Textbook History

Number	Book Name	Format	CS	School	Issue Date	Assign Cond	Fee Amt	Return Date	Return Cond	Cost Code	Charge
1	Algebra 1	Text		Hometown High School - 2010-2...	08/01/2010	New	25.00				0.00
14	Alg 1 Workbook	Workbook	Yes	Hometown High School - 2010-2...	08/01/2010	New	15.00				0.00

Close

Note: If the student is rescheduled to a different section of the same course, the student will retain his or her assigned books.

If withdrawing or deleting a section of course from a student and textbooks are assigned, the following prompt will display:



Click **OK** to return all textbooks for the class from the student. If the user selects **Cancel**, the books will not be marked as returned.
