Setting Up Options

1. Before using the Grade Book, options must be set up.
2. Click **Classroom**. **Grade Book** will be selected.
3. Make sure the correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
4. Click **Options** on the left.
5. Check the appropriate options, including the desired student sort for this class and grading period.
6. Click **OK**.
7. To copy these options to another class, open the other class and click **Options**. Click **Copy Options**. Select the class from which to copy the options and then click **OK**.

Creating Categories

1. *Categories* must be created before the user can create *Activities*.
2. Click **Classroom**. **Grade Book** will be selected.
3. Make sure the correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
4. Click **Categories** on the left.
5. Click **Add**. Required fields are indicated with an asterisk (*).
6. Enter the appropriate information. If averaging by *Category Points* or by *Category Averages*, be sure to enter the percentage that this category will count towards the student's overall average.
7. Click **OK**.
8. Continue adding categories as needed. Be sure the percentage totals 100% for all categories.
9. When finished entering categories, click **Close**.
10. To copy these same categories to another class, open the other class and click **Categories**. Click **Copy Categories**. Select the class from which to copy the categories and then click **OK**.

Creating Activities

1. Click **Classroom**. **Grade Book** will be selected.
2. Make sure the correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.

3. Click the *Plan* tab. To view all existing activities, clear out the date field and click **Refresh**.
4. To add a new activity, click **Add**. Required fields are indicated with an asterisk (*).
5. Enter the details for the activity. Type the date or click ⌐...⌐ to select it from a calendar.
   - Check **Graded** if students receive a grade for this activity.
   - Check if the activity, and the score, is to be **Visible in Home Portal**.
8. Click **Create**.
9. To copy these activities to another class, open the other class and click **Copy Activities**. Select the class from which to copy the activities. Click **OK**.

Entering Activity Grades

1. Click **Classroom**. **Grade Book** will be selected.
2. Make sure the correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
3. Click the *Scores* tab.
4. Either double-click in the *Activity* column across from the student's name or click one time in the column to enter the score in the appropriate column across from the student's name.
   - Press the *Enter* key to save the record and stay on the same student.
   - Press the down arrow to save the record and move down to the next student on the list for the same activity.
   - Press the right arrow to move to the next activity for the same student.
   - To enter a comment for the score, double-click in the *Activity* column across from the student's name.
   - Right-click across from a student's name in an *Activity* column to mark a grade as *Dropped*, *Late*, *Incomplete* or *Exempt*, or to use the **Fill** option to fill in the same grade for all students for the activity.
5. Click **Recalculate** to update the average.

Posting Grading Period Grades

1. Click **Classroom**. **Grade Book** will be selected.
2. Make sure the correct *Grading Period* is

selected and click the *Section Number* that appears as a blue link.
3. Click **Post Grades** on the left.
4. Make sure the correct grading period is displayed and click **OK**.

Manually Entering Grading Period Grades if Not Posting From the Grade Book

1. If you are not using the Grade Book and need to manually enter grading period grades, click **Classroom** and then click **Grades**.
2. Make sure the correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
3. Place a check next to the student(s) and click **View**.
4. Enter the appropriate information and click **OK**.

Printing the Grade Book

1. Click **Classroom**. **Grade Book** will be selected.
2. Make sure correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
3. Place a check next to each student to be included on the report.
4. Click **Grade Book** under the *Reports* menu on the left.
5. Select the desired options and click **Preview**.
6. The Grade Book will display in .PDF format. Click **Print**.

Taking Attendance

1. Click **Classroom** and then click **Attendance**.
2. Enter the date for which attendance is to be entered or click ⌐...⌐ to select it from a calendar.
3. Click the *Section Number* that appears as a blue link.
4. Place a check next to all students who are missing and click **Missing**.
5. Place a check next to all students who were tardy to class and click **Tardy**. Then click **Post**.

Taking Lunch Count

1. Click **Classroom** and then click **Lunch Count**.
2. If the date needs to be changed, either enter the date for which lunch is to be entered or click ⬚ to select it from a calendar.
3. Click the *Section Number* that appears as a blue link.
   - To enter lunch for each individual person, next to each student/staff name, enter the number of items requested in the appropriate column.
   - To enter a total for the entire class instead of for each individual person, either next to the teacher name or in the *Guest* row on the bottom of the screen, enter the total number of items requested for the entire class.

E-mailing Students/Guardians

1. Click **Classroom**. **Grade Book** will be selected.
2. Make sure the correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
3. Place a check next to each student to e-mail.
4. Click **Email** on the left.
5. Enter the **Subject** in the space provided.
6. All e-mail addresses for the selected students and their guardians will display below. Place a check next to each e-mail address to which to send the e-mail and click **MailTo**.
7. The local e-mail program will open. All the selected e-mail addresses will be displayed in the *BCC* line to protect e-mail privacy. Do <u>not</u> copy these to the *TO* line.
8. Enter the body of the e-mail and click **Send** as normal.

Notes

Notes

Teacher Quick Guide

This document contains a brief overview of options available to teachers in *Information***NOW**. For complete details regarding each of these options, please refer to the *InformationNOW for Teachers* Quick Reference Guides, which are available at http://support.sti-k12.com.