Beyond the Basics in Grade Book

1. **View a Student's Contact Information:**
      a. Highlight student's name.
      b. Click the "**iGear**" icon, then choose "**Student**", then "**Student Demographic**".

2. View a Student's Previous Year Grades:
      a. Highlight student's name.
      b. Click the "**iGear**" icon, then choose "**Grades**". On the lower right, change "**Year**" to desired year.

3. Quick View Student's Earned / Possible Points:
      a. Click on the **Average** of the student and leave mouse cursor on the cell.
      b. Look across bottom row of gradebook. **Total Points** will show points earned / points possible blue.

4. Quick View Assignment Statistics:
      a. Click on an assignment score of any student and leave mouse cursor on the cell.
      b. Look across bottom row of gradebook. Assignment statistics such as "**High**", "**Low**", and "**Mean**" are presented in blue.

5. Parent Contact Log: A handy tool to document parent contacts.
      a. In help system, search for "**Parent Contact Log**".
      b. Highlight a student, click on the **Gear** icon. Select "**Communication**", then "**Parent Contact Log**".
      c. Parent Contacts via discipline referrals are automatically added.
      d. Teacher can add Contact information.
      e. Teacher sees, but cannot edit, other contact records.

6. Show a Parent how an Average was Calculated:
      a. Click on an average. Click "**Grades**", then "**Show Grade Calculation**".

7. Post Comments to Give Additional Feedback
      a. Go to "**Grades**", then "**Post Comments**".
      b. Sort listing by "**Description**" by clicking on the column label.
      c. Comments with code starting with "P" are positive. Comments with code starting with "N" are negative.
      d. Click in a column for desired students. Click on code to post. Student can have up to 12 per grading period.
      e. To clear, click the "Select All" at the top of the column.

8. Copy Assignment from Last Year to This Year: Note: Scheduling needs to be finished for this to work.
      a. In help system, search for "Using the Syllabus". (See step #6 on page)
      b. Go to last year's gradebook and select a marking period. (Change "**Year**" in bottom left).
      c. Go to "**Assignments**", then "**Syllabus**". Select an Assignment. Click "**Copy**".
      d. Set "Copy to Year", "Copy to Section(s)", and "Copy to Marking Period".

9. Use "Show Me" to see Special Ed, 504, LEP students:
      a. With a roster of students visible, click the "**Show Me**" icon, then select Special Ed, or 504, or LEP.
      b. Students with the condition will be highlighted pink.
      c. To see details, highlight student, then select "**Gear**", then "**Student**", then extend to either Special Ed, 504, or LEP.

10. Use "Show Me" to View Assignments with Blanks or Selected Grades (Ex. View all the assignments with "A".)
a. Click "**Show Me**", then "**Valid Grades**".
b. Select "**Empty Grades**" to see assignments with no grade.
c. Select grades such as "A" to see all assignments with A.

11. Print an Attendance Log for the Substitute
a. Go to "**Reports**", then "**Attendance**", then "**Print Attendance Log**".
b. Set for desired starting week, then select "**Tall Rows**".
c. Select for either "**Current Section Only**" or "**All Sections in Period**".
d. Tip: Is handy also for quick check off lists.

12. What Does "Print Grade Book Table" Do?
a. The report was created for teachers who want to export the gradebook report to Excel.
b. Go to "**Reports**", then "**Grades**", then "**Print Grade Book Table**".
c. At the dialog box, select either "**csv**" or "**xls**", then click "Print".

13. Get a Graphical View of Class Average (Mean vs Possible) for All Assignments.
a. Go to "**Reports**", then "**Grades**", then "**Assignment Statistics**".
b. Check out the column labeled "**Mean Indicator**". It compares the class "mean" to the possible.

14. Give a Missing Grades Report to a Student for Makeups:
a. Highlight name of student.
b. Go to "**Reports**", then "**Grades**", then "**Student Missing Assignment Report**", then "**Selected Student**".
c. Report will appear showing assignments with missing grades. Print.

15. Get a Quick List of Who is Not Doing Well in the Class:
a. Go to "**Reports**", then "**Grades**", then "**Grade Distribution**".
b. Click on a count of either D's or F's to see listing of students.

16. Create a Class or Homeroom Roster of Students for MSExcel:
a. Click "**Reports**", then "**Rosters**".
b. Select either "**Roster Report**" or "**Homeroom Report**", then click "**Print**".
c. At the **Print Document** screen, choose "**csv**" or "**xls**". Click "**Print**".
d. Maximize screen that opens. File will be in lower left. Click to open.
e. Edit MSExcel file to suit needs, then save.
f. Handy for making quick lists.

17. Test Scores by Roster: Get Test Scores for New Students
a. In help system, search for "Test Scores by Roster".
b. Click "**Reports**", then "**Rosters**", then "**Test Score By Roster**".
c. Set for desired test type, and year to last year or before.
d. Note: For grades 3-8, no test results due to new type of test and results due in October.
    i. For grades 9-12, check for EOC test types.
e. Export results to Excel for easier sorting:
    i. At the results screen, click Export, then choose either "**csv**" or "**xls**".
    ii. Click "**Print**". A window will appear with a MSExcel file icon in lower left.
    iii. Click to open in Excel and change to format desired.

18. Create an Email Distribution List:
    a. Click "**Reports**", then "**Rosters**", then "**Email Report**".
    b. Select students to send an email to.
    c. Click the "**Email**" button.
    d. Local installed email client will open with addresses ready to go.
    e. NOTE: If Gmail is not opening up, do either of the following:
        i. Go to Google and look up how to configure Gmail as default mail handler.
        ii. Copy addresses in box then paste in the Gmail "TO" area.

19. Create a Report of All Contact Information on the Class
    a. Click "**Reports**", then "**Rosters**", then "**Phone Contact Report**".
    b. Select the desired students.
    c. Click on a column label, then tap the yellow arrow. Click "**Columns**", then uncheck the columns to remove. Print.

20. Create Teacher Notes to Post to the Student Progress Center
    a. In Grade Book, if posting for a single student, highlight the student first, otherwise, tap the "**Teacher Notes**" icon.
    b. Select an option provided to either send a note in regard to a single assignment, or to all sections (you can change who is receiving the note as you go proceed further).
    c. Enter a title for the note.
    d. If students are to be further identified, click the "**Students**" field.
    e. Type up the note, then click "**Add**".
    f. To review previous notes, see who viewed them, or delete them, click "**Teacher Notes**", then "**Review Previous Notes**".