Gradebook Guide

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WebGradebook Guide

Contents

Starting WebPams Gradebook: WebPams Version

Using your favorite browser, go to the address given. At the start page, select the correct **School**, then **Year**. Enter your **User ID** and **Password**, then click **Sign In**.

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

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

WebPams Gradebook

Click on **WebGradebook** to open the gradebook.

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

At the bottom of the screen, choose Year; Teacher, if necessary; Course; Marking Period
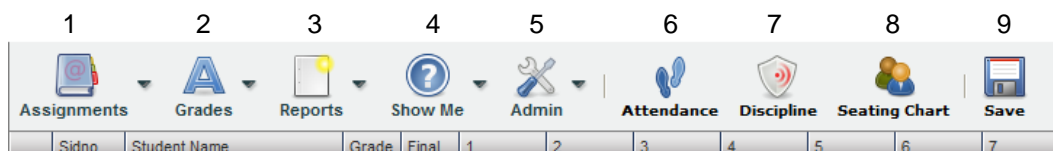
Year : 1112 ▼ Teacher : ABSHIRE PATRICIA B ▼ Course : SELECTION REQUIRED ▼ Marking Period : SELECTION REQUIRED ▼
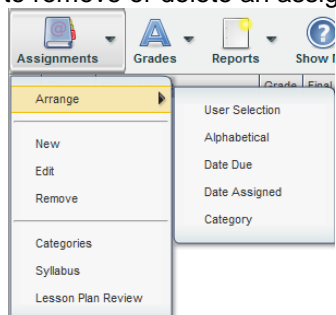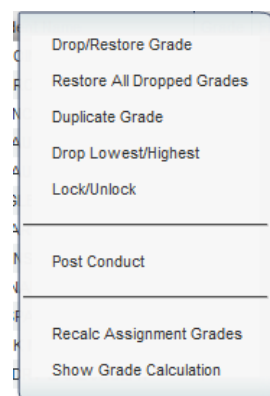
EDgear - Software that Empowers Educators.

Toolbar Icons

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

1	2	3	4	5	6	7	8	9
Assignments	Grades	Reports	Show Me	Admin	Attendance	Discipline	Seating Chart	Save

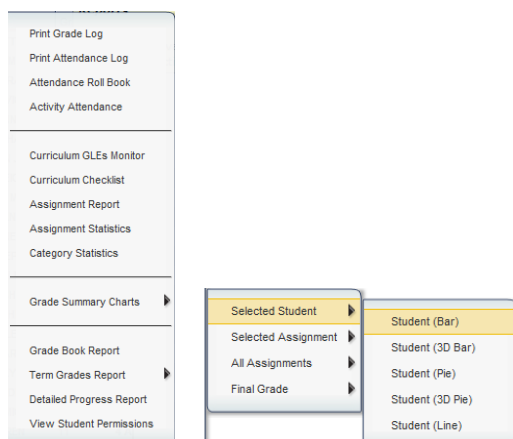| Sidno | Student Name | | Grade | Final | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

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1. **Assignments:** Click to display the dropdown menu to access the **New** item which creates a **New Assignment** for the class section. Once an assignment is created, you can use the **Edit** item to make changes or the **Remove** item to remove or delete an assignment.

   Assignments dropdown menu:
   - Arrange ▶
     - User Selection
     - Alphabetical
     - Date Due
     - Date Assigned
     - Category
   - New
   - Edit
   - Remove
   - Categories
   - Syllabus
   - Lesson Plan Review

2. **Grades:** This menu allows you to use grades features.

   Grades menu:
   - Drop/Restore Grade
   - Restore All Dropped Grades
   - Duplicate Grade
   - Drop Lowest/Highest
   - Lock/Unlock
   - Post Conduct
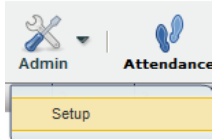   - Recalc Assignment Grades
   - Show Grade Calculation

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3. **Reports:** Creates reports, logs, charts, etc.

   The Grade Summary Charts create different types charts dealing with assignments.

   Reports menu:
   - Print Grade Log
   - Print Attendance Log
   - Attendance Roll Book
   - Activity Attendance
   - Curriculum GLEs Monitor
   - Curriculum Checklist
   - Assignment Report
   - Assignment Statistics
   - Category Statistics
   - Grade Summary Charts ▶
     - Selected Student ▶
       - Student (Bar)
       - Student (3D Bar)
       - Student (Pie)
       - Student (3D Pie)
       - Student (Line)
     - Selected Assignment ▶
     - All Assignments ▶
     - Final Grade ▶
   - Grade Book Report
   - Term Grades Report ▶
   - Detailed Progress Report
   - View Student Permissions

   The remainder of the items all give the same type of graphs dealing with the Selected Assignments, All Assignments, and Final Grade.

4. **Show Me:** Allows you to see Empty Grades, LEP students, Special Ed Student, 504 Students, and Health Condition students.
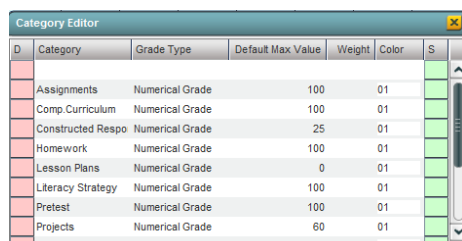
   - Empty Grades
   - LEP
   - SPED
   - 504
   - Health Condition
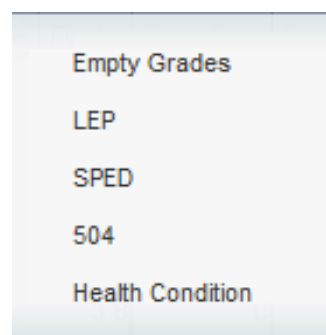
5. **Admin:** Allows administrators to preform tasks.	6. **Attendance:** Allows teachers to complete daily attendance.
7. **Discipline:** Allows teachers to complete their sections of the Behavioral Form.	8. **Seating Chart:** Creates a seating chart for the students in each class.
9. **Save:** A very important item used to save grades entered on each assignment. This is a must to save the grades – whether new grades or changes to existing grades.	

Setting up Non Weighted Categories

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

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

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

Setting up Weighted Categories

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

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

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

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

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

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

Entering Assignment Grades

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

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

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

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

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

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

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

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

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

Common Core Standards: Associating with Assignments

When creating a new assignment the steps below will walk you through the process of attaching the standards to the assignment.

1. Select the **Assignment** icon at the top of the gradebook window.
2. Select **New**.
3. Enter the Assignment Title, Category, and Grade Type.
4. Click in the **Core Standards** field and a list of Content Areas (English Language Arts, Mathematics, Science, Social Studies) will appear on the left of the screen. At this time there are standards only for English Language Arts and Mathematics. Science and Social Studies will be added as they become available.
5. At the bottom left of the screen will be a grade level. The default value will be the grade level of the course. The set of standards to be displayed will be based on this value. The grade level can be changed by clicking on the drop down arrow.
6. Each Content Area is further divided into one or more Domains.
7. Each Domain has one or more Clusters. After selecting a Cluster, the standards will be listed on the right side of the screen with a light brown background color.
8. To **select a standard**, click the green plus sign at the top left corner of the standard. The background color will change to a blue background and the green plus sign will change to a red X.
9. The selected standard(s) will appear at the bottom of the screen.

10. To **unselect a standard**, click the red X. The background color will return to the original light brown and the red X will be replaced with the original green plus sign.

11. **To save the selected standards**, click the **Submit** button at the bottom right of the window.

12. The standards selection window goes away. The Assignment window will be on the screen with the selected standards listed in the Core Standards field.

13. Continue entering information about the Assignment and **save** the assignment.

If the assignment already exists, use the method of editing an assignment with which you are familiar; then, follow the steps above **beginning with step 5** to add the standards.

To search for a specific term/word within the standards use the following steps.

1. In the upper right of the standards window is a **search** field.

2. Click in the field and type the word(s) for your search; then, press enter or click on the icon at the end of the search field.

3. All standards that have this word in the description will be displayed on the screen. The list will include standards from all Content Areas not just the current selected area.

4. You may select items from this list of standards as described above.

Entering Exam Grades in WebGradebook

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

Important:

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

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

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

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

Description
SELECTION REQUIRED
1st Six Weeks
2nd Six Weeks
3rd Six Weeks
4th Six Weeks
5th Six Weeks
6th Six Weeks
1st Six Weeks Sem Exam
2nd Six Weeks Sem Exam

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

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

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

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

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

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

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

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

Grade Types

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

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

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

4. **SNU or OSNU Letter Grade:** This type will permit the entering of O (for OSNU types), S, N, and U letters for student assignments.

Valid Grades

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

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

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

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

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

6. **O, S, N, U** Valid grades are 0 – **Maximum Point Value** and can be decimal.

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

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

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

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

Syllabus

The syllabus lists all assignments and information about each one. A user can edit assignments here.

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

Copy | New | Edit | Delete | Print | Delete | Print

Duplicate a Grade

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

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

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

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

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

Transfer Students and Assignments in WebGradebook

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

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

<u>Method 1</u>: **Enter a Grading Average from the Previous Class**

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

2. Make the assignment worth 100 points.

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

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

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

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

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

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

b. Click to place a check mark next to the "**Transfer Student**" assignment. Type an "**E"** in the **Enter Grade Value** field, then click the **Apply Duplicate** button. After doing this, you will see that all students will have a grade of "**E**" (Exempt) for the assignment "**Transfer Student**".
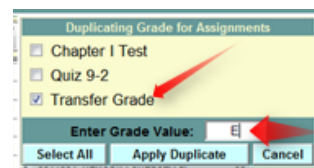
4. Double click on the cell of the student just gained and backspace to clear the "**E**". Enter the average of the student coming in. Tap the **ENTER** key on the keyboard or move down to confirm the entry. The student's average will now include the average score from the previous class.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Double click on the cell of the student just gained and backspace to clear the "**E**". Enter the points earned (180 in this example) by the student coming in. Tap the **ENTER** key on the keyboard or move down to confirm the entry.
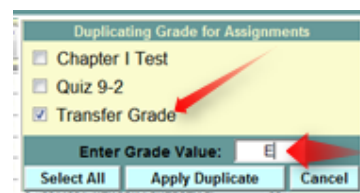
The student's average will now include the average score from the previous class.

1	7040001	BLANCHARD, SHERRI L.	12		E
2	5040637	BROUSSARD, BEVERLY R.	12		E
3	5040638	BROUSSARD, CATHERINE J.	12		E
4	5040650	CHAISSON, BEVERLY R.	12		E
5	5040641	COMPTON, ANGELA E.	12	180	
6	5040640	COMPTON, REBECCA E.	12		E
7	5040667	DENNIS, STEPHANIE L.	12		E

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

Access Other Information About the Student: iGear

1. Highlight a student on the roster.
2. Click the iGear icon on the menu bar.
3. Select items such as Student/Student Demographics, Schedule, Grades, Communication / Parent Contact Log.

Attendance Posting at the Start of the Day

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

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

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

4. When you are through posting attendance, click on the red **SignOff Roll Call** button at the top right.
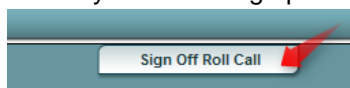
5. A sign off box will appear. Enter a **Hand Lunch Count** if your school requires one. If a user wishes to send a memo to the office, click **Add Memo** and a notepad will appear to enter your note to the office. Click **OK** when done with memo. Then click **OK** on the Roll Call Verification window. If no memo is needed, then click **OK**.

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

You will then be asked about the transaction.

Attendance Posting During the Day

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

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

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

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

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

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

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

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

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

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

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

   b. You will be asked **Do you wish to change this to a tardy?** Answer **Yes** to change the skipped to a tardy and then choose the reason.
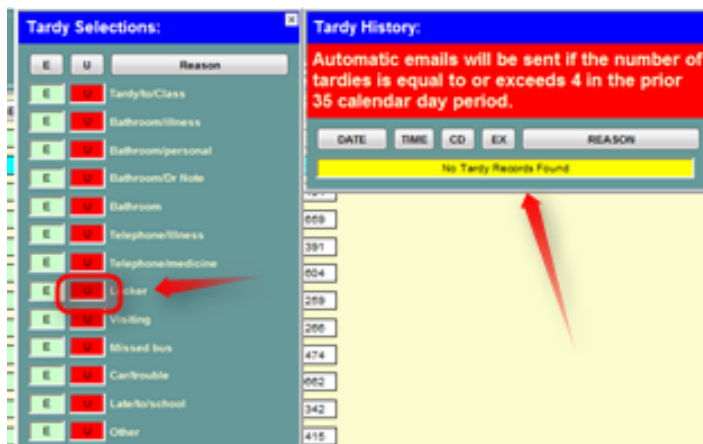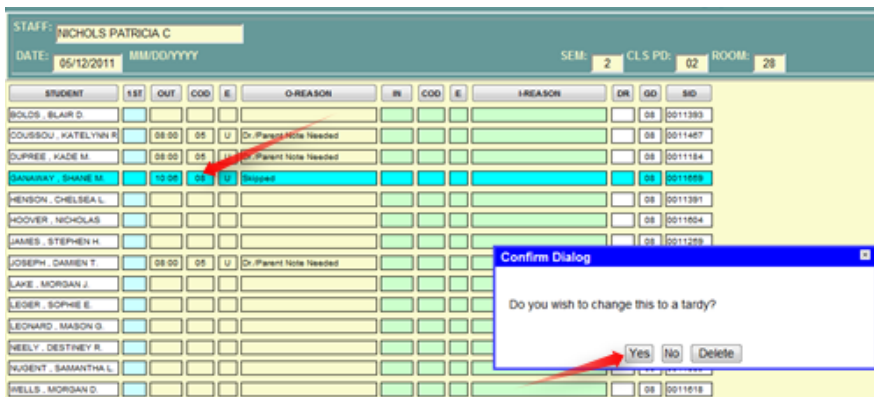
After clicking the reason the Skipped code is changed to the following:

| GANAWAY , SHANE M. | | 0:0 | 14 | U | Locker | 0:0 | 14 | U | Locker | | 08 | 0011659 |

Edit Attendance Records Posted by the Teacher

Note1: The School District has to set permissions to allow teachers to make changes to attendance records posted by the teacher.

Note2: A teacher can only change attendance records posted by that teacher. If the attendance record was created by another user, the teacher cannot change it.

1. **Delete an attendance record posted by mistake.**
    a. On the attendance posting screen, locate the attendance record to be deleted.
    b. Click on the out time (**Out** column). A dialog box of options will appear.
    c. Select "**Delete Complete Attendance Record**", then click **OK**.

2. **Other Edits Available**
    a. On the attendance posting screen, locate the attendance record to be edited.
    b. Select one of the following options, then click OK.
        i. Post New/Multiple Checkout(s): Used when a student has left, then returned to school. The user has need to post an additional checkout.
        ii. Post New Tardy To Class: Used when a student has left, then returned to school. The user has need to post a tardy to class.
        iii. Change Check Out Time: Not often used. Usually if the teacher is posting a Tardy or Skip hours after the event occurred, then the autoposted time needs to be changed. This will allow for time change on the original posting.
        iv. Delete Complete Attendance Record: Usually used if the teacher mistakenly posted an attendance record and wishes to take it away.
        v. Change Check Out Code: If a teacher has a need to change the code used in the original attendance posting.
        vi. Change Check In Code: Seldom changed by teacher as Check In's are normally done by the office.

Teacher Posting of Conduct (Comments) in WebGradebook

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

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

1. Open the desired class in WebGradebook.

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

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

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

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

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

Post Conduct Codes

Sidno	Student Name	Grade	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12		Value	Description
2040001	BENOIT,CHRIS BRENNER	09	X													NK	Accuracy in Work
2040038	CHARPENTIER,SHAUNA NICOLE	09														N4	Annoys Others in Class
2040009	DESHOTEL,DARRYL SKYE	09														NX	Attendance
4040036	DOISE,TISHA SLOAN	09														NL	Attention in Class
5049996	DOUCET,ROBERT DREW	09														NG	Attitude
1040016	DUPLECHIN,RACHAEL DAWN	09	X													NE	Bringing Books to Class
2040010	FONTENOT,CHRIS CHARLES	09														NC	Conduct Grade - C
2110030	LEGER,CATHERINE PAIGE	09														ND	Conduct Grade - D
2040031	MYERS,TISHA LOUISE	09														NF	Conduct Grade - F
2040020	PARSLEY,SHERRI ELIZABETH	09	X													N6	Conference Requested
2040021	PIERCE,ANGELA MARIE	09														NO	Courtesy
2110072	SCHEXNIDER,SALLY NICOLE	09														NS	Lack of Desire
																NJ	Lack of Effort

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

Post Conduct Codes

Sidno	Student Name	Grade	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12		Value	Description
2040001	BENOIT,CHRIS BRENNER	09	PJ														Listening Habits
2040038	CHARPENTIER,SHAUNA NICOLE	09														NA	Not Following Others
2040009	DESHOTEL,DARRYL SKYE	09														NT	Obeying Class Rules
4040036	DOISE,TISHA SLOAN	09														NM	Orderliness
5049996	DOUCET,ROBERT DREW	09														NN	Promptness
1040016	DUPLECHIN,RACHAEL DAWN	09	PJ													N8	Reading Fluency WPM
2040010	FONTENOT,CHRIS CHARLES	09														NQ	Respecting Authority
2110030	LEGER,CATHERINE PAIGE	09														NI	Study Habits
2040031	MYERS,TISHA LOUISE	09														NU	Using Time Wisely
2040020	PARSLEY,SHERRI ELIZABETH	09	PJ													NV	Work Independently
2040021	PIERCE,ANGELA MARIE	09														N1	Works Below Ability
2110072	SCHEXNIDER,SALLY NICOLE	09														N5	Working Below Grade Level
																PK	Accuracy in Work
																PX	Attendance
																PL	Attention in Class

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

Sidno	Student Name	Grade	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12		Value	Description
2040001	BENOIT,CHRIS BRENNER	09	PJ													86	Excellent Sportsmanship
2040038	CHARPENTIER,SHAUNA NICOLE	09														87	Handwriting Needs Improvement
2040009	DESHOTEL,DARRYL SKYE	09														88	Excellent Handwriting Skills
4040036	DOISE,TISHA SLOAN	09														89	Not Meeting A.R. Goal
5049996	DOUCET,ROBERT DREW	09														90	Waiting on grades(prev sch)
1040016	DUPLECHIN,RACHAEL DAWN	09	X													91	Homework Not Completed
2040010	FONTENOT,CHRIS CHARLES	09														C1	ELEM-Handwriting
2110030	LEGER,CATHERINE PAIGE	09														M1	ELEM-Handwriting
2040031	MYERS,TISHA LOUISE	09														C2	ELEM-Works Neatly
2040020	PARSLEY,SHERRI ELIZABETH	09	PJ													M2	ELEM-Works Neatly
2040021	PIERCE,ANGELA MARIE	09														C3	ELEM-Follows Directions
2110072	SCHEXNIDER,SALLY NICOLE	09														M3	ELEM-Follows Directions
																C4	ELEM-Completes Assignments on Time
																0003	MSHS-Assignments are not completed regu
																0004	MSHS-Study habits need improving
																0005	MSHS-Behavior needs improving
																0006	MSHS-Excessive absences
																0007	MSHS-Failure due to excessive absences

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

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

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

    a. Report Cards

    b. Progress Reports

    c. Student Progress Center

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

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

Maintaining a Printed Copy of Grades

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

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

Discipline Posting

1. Log into WebPams page. On the left, click on "**Grades**".
2. Under the heading "**Entry**", click on "**WebGradebook**".
3. At the bottom of the WebGradebook, verify the school year and teacher. Choose the course then marking period.
4. Select the student by clicking on the student's name.
5. Click the **Discipline** button at the top of the window. The **RefPG1** will be displayed with some information about the student and the incident already filled in.
6. Verify **Code** (time code) and **Location**. Make a new selection from the list if a change is needed from the default code of 02 (during class) and 13 (classroom).
7. Click in the top **Incident Code** cell and select an appropriate code, then click Okay. You may select up to 3 additional incidents by clicking on the next field(s). Select the most important incident code first.
    o Note: Selecting a weapon incident and a bullying incident will result in additional pop-up windows requesting additional required information about the incident.
8. If there are any Witnesses to the incident, their names may be entered on this page by clicking in the **Witnesses** cell.
9. Select the **Evidence** from the pick list if any evidence exists.
10. In the remarks area type in a description of the incident.
11. Click on the **RefPG2** tab at the bottom left of the screen to change to page 2 of the referral.
12. Enter the actions that you took as the teacher. If Code **06 Referred to Office** is selected the principal and disciplinarians will receive an email notifying them of the new referral.
13. Select the type of parent contact; enter the date of the contact.
14. Type your recommendations and select the date.
15. Select the **Motivation** of the incident.
16. You may enter additional perpetrators of the incident on this page. By selecting additional perpetrator(s) page 1 and page 2, discipline information will be created for these additional students when this first record is saved. If this is a bullying incident you are required to select the victim(s) and other perpetrator(s).
17. The **Admin** and **Comments** pages will not have any info on them at this time. You do not have permission to enter any data on these pages but you may view the disciplinarian administrative decision later via the gear box for the student.
18. Click the **Save** button at the bottom of the screen. Then click the red X at the top right to return to the WebGradeBook.

Parent Contact Log Directions

The Parent Contact Log is a place to record parent/guardian contacts.
The Parent Contact Log shows parent/guardian contact information from several locations:

- Discipline referral contact actions from the *Refpg2* and *Admin* screens are automatically displayed in the Parent Contact Log.
- Additionally, Teachers, Counselors, and Administrators can enter contact information in the Parent Contact Log.
- **Caution**: Since professional school staff can see this information, please remember to be careful in the nature of information entered here. *Confidential, sensitive information should not be entered in the **Parent Contact Log**.*

Getting Started
For Office and District Staff Users: From Student Master, Post Discipline, SBLC, Post Attendance, or any other module that shows the "Gear" icon:

1. Click the "Gear" icon on the screen.
2. On the popup gray menu, choose **Communication**, then **Parent Contact Log**.

For Teachers: From a roster of students in WebGradeBook:
1. Highlight a student on the roster.

2. Click the "Gear" icon in the menu bar across the top..
3. On the popup gray menu, choose **Communication**, then **Parent Contact Log**.

Entering Parent Contact Log Information

1. Click the **New** button on the Parent Contact Log screen.
2. Select the **Contact Type**.
3. Select the **Contact Date**.
4. Select the **Contact Relation**.
5. Enter any details in the **Log Recording** Section.
6. Click the **Save** button.
7. If the user wishes to **edit** a record created by his/her self, click on the row, change the information, then click **Save**.
   - **Note**: Can be only be edited by the user who created the record.
8. If the user wishes to **delete** a record, there is a red Delete cell on the far right.
   - **Note**: Can be only be deleted by the user who created the record.
9. **Print** allows the user to print the contact records for the student.