



Classroom Gradebook

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Classroom

Classroom was created to combine a teacher's Gradebook, Lesson Book and their Web Pages all into one convenient program. Informational graphs are also provided on the Boards tab.

Menu Location

Teacher/Administrator Menu: Grades>Entry>Classroom



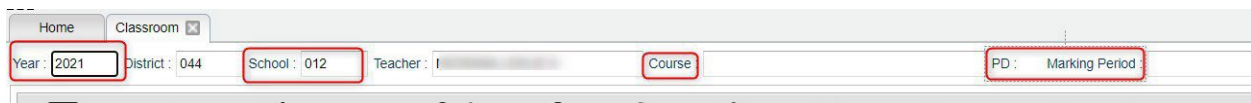
Grades (Current Page) - Teachers can create assignments, post assignment grades, print progress reports and more.

Gradebook

When you enter Gradebook you will need to make selections at the top of the screen (if not on tile view, click the icon on top right to switch to tile menu).



Gradebook opens to for you to make selections for:



- Year: 2223 which is current school year
- School: Your school should be there (security determines)
- Teacher: Your name will be here
- Course: Select your course needed
- PD Marking PD: Select correct one

Select Marking Period			
Description	From	Thru	Grades Due
1st Nine Weeks	08-11-2022	10-14-2022	
2nd Nine Weeks	10-19-2022	12-21-2022	
3rd Nine Weeks	01-09-2023	03-10-2023	
4th Nine Weeks	03-14-2023	05-25-2023	

Selected class with roster appears:

SIDNO	Student Name	Grade	Average	1	2	3	4	5	6	7	8	9
-------	--------------	-------	---------	---	---	---	---	---	---	---	---	---

Column Headers

SIDNO - Local ID number of the student

Student Name - Student`s full name. (Click students to view or enter information from iGear or Discipline buttons.)

Grade - Grade level of the student

Average - Average of all assignment grades in the grade book

Assignments - All assignments will be shown to the right of the Average column for Posting Grades.

Top

Year : 2223 District : 053 School : School Teacher : Teacher Course : MATH 1 PD : 03 Marking Period : 1st Nine Weeks

Assignments A+ Reports Show Me Admin iGear Attendance Discipline Seating Chart Doc Archive Teacher Notes Save Help Import SGM

Assignments - Select for assignment related functions including creating, editing and viewing assignments.

Grades - Select for assignment grade related functions for dropping, restoring, and locking of assignment grades. Also allows teacher to Post Comments and Show Calculation of grades.

Reports - Select for the various gradebook reports for the selected course and marking period.

Show Me - Select for the various gradebook displays such as highlighting missing assignment grades, students who are Limited English Proficient students SPED, 504, etc.

iGear - Navigate to other systems for the selected student. Example: Scheduling, Attendance, Discipline, etc.

Attendance - Post attendance for this course and marking period.

Discipline - Teachers will not post discipline through the gradebook.

Seating Chart - Select to design a seating chart for the selected course and marking period.

Doc Archive - Click to show "Student" Document Archive Records.

Teacher Notes - Send notes to the students or parents in your classes. It's also visible in the Student Progress Center.

Save - Click to save any unsaved assignment grades and to update the Average grade column.

Help - Click to view written instructions and/or videos.

Import - Allows teachers to Import Assignments & Grades.

Bottom

Class Period:01 Subject:READING/ELA 3RD Grade:03 Section:027152 Term::S1:S2 Days Of Week:MTWRF Resource Comment:
ELA 3RD

Assignments icon

The screenshot shows the 'Assignments' icon in the top navigation bar. The dropdown menu is open, displaying the following options: Arrange, New, Edit, Delete, Categories, Syllabus, Lesson Plan Review, and Reset Default Column Width. The 'Arrange' option is currently selected, and its sub-menu is visible, showing: User Selection, Alphabetical, Date Due, Date Assigned, and Category.

New – click to create a new assignment

Edit – after selecting an existing assignment, click here to edit the assignment.

Delete – before deleting the assignment, delete all grades if present. Then click the assignment and delete.

Categories – these are either set up by the district and pushed to sections or teachers can create their own categories.

Syllabus – listing of all assignments, including those indicated as "Do Not Show in Gradebook", with information about each.

How to Create Categories

Categories have already been entered for elementary and middle schools.

You will select the categories already present.

Categories for the high school have been set up for some courses. If categories are used in Gradebook they must be set up before entering the first assignment.

If the district allows you to create categories:

1. Click on **Assignments** then **Categories**. The **Category Editor** will appear.
2. Under the header **Category**, type the desired name of the category. Example: Test, Quiz, Homework, etc.
 - If only one category is available, then that category will be defaulted when creating a new assignment.
3. **Default Max Value** will be required if a numerical grading type is selected. Type in the maximum points that will typically be used with the category.
4. **Weight** is not a required field but can allow you to set categories that are based on percentages of the total grade. All assignments within a section/class must have a category with a weight value assigned. Example: For 30%, simply type 30 (no decimals) in the weight field.
5. The next field is **Color**. This is not a required field but if it is desired you can select a color code for each different category. Click in the field to get a drop down showing different colors. Select a color to associate with the category.
6. Click the green **Save** box at the end of the line.
7. Continue adding categories by using the blank line at the top.

How to Create New Assignments

1. For the Course and **Marking Period** previously chosen, click on the button **Assignments**.
2. In the menu that appears click on **New**.
3. The **Assignment Editor** will appear.
4. Type in a **unique Assignment Title** for the assignment.
5. If using **Categories**, select the appropriate category.
6. **Grade Post Type** will be defaulted based on district settings.
7. If the course selected uses the **Comprehensive Curriculum** (This is optional):
 - Select the Curriculum Unit Topic, GLE's that the assignment is associated with then click ok.
8. If the course selected uses the **Common Core Standards** (This is optional):
 - Select standards for the course and grade level.
9. **Do No Show in Gradebook** - Check the box if you wish to wait to view in the Gradebook until grades are ready to be entered. To show in Gradebook, go to Assignments icon, select Syllabus, and uncheck box.
10. The **Maximum Point** value for the assignment will be entered from the Category chosen previously.
11. For the **Date Taught From**, select the date the assignment was first taught.
12. For the **Date Taught To**, select the last date the assignment was taught.
13. For the **Due Date**, select the date the assignment is due to be turned into the teacher.
14. The **Prerequisite(s)** field is not used in Gradebook.
15. Click **Save or Copy** to complete creating the assignment.
 - If SAVE is used the assignment will only be saved to this section.
 - If COPY is used the assignment can be copied to other sections. Check off this section along with any other section.

The screenshot shows the 'Assignment Editor' window. At the top left are 'Save' and 'Copy' icons. Below are several input fields: 'Assignment Title' (text box), 'Category' (dropdown menu), 'Grade Post Type' (dropdown menu, currently set to 'STANDARD LETTER'), and 'Standards' (text box). There is a checkbox labeled 'Do Not Show in Gradebook'. Below that are 'Maximum Points' (text box, value 4), 'Bonus Points' (text box, value 0), and 'Weight' (text box). There are two date pickers: 'Date Taught From' (Aug 10 2021) and 'Date Taught To' (Aug 10 2021). Below that is another date picker for 'Date Due' (Aug 10 2021). A 'Prerequisite(s)' text box is also present. At the bottom of the window is a rich text editor with a toolbar containing icons for font color, font size, bold, italic, underline, text color, and background color. At the very bottom are several tabs: 'Objective(s)', 'Lesson Plan', 'Homework', 'Modification(s)', 'Instructional', and 'Eval/Assess'.

16. After creating an assignment, click on **Attach** (paper clip symbol) to attach a file. Then choose "Add", click on the file to include and then click on "Choose". The file is now attached.
17. The bottom tabs are used for Lesson Plans – Homework, Modification(s), Instructional, Eval/Assess.

Posting Grades

1. After the student list has populated, **student names** may be highlighted. Hover over the student name to see the tool tip. For example, blue will be students who have recently enrolled in the class and will remain blue for two (2) weeks after their enrollment date in the class.
2. To begin **entering grades** for an assignment, click in the cell to the right of the student's name in the appropriate assignment column. Type in the valid grade and press the "Enter" key or the "Tab" key to move to the next student. The user can also use the mouse or arrow keys to move to other students.
 - If the Grade Post Type is Letter Grade, the valid grades to be posted are A, B, C, D, and F.
 - If the Grade Post Type is SNU Letter Grade, the valid grades to be posted are S, N, or U.
3. Additional valid **grades** that can be posted are:
 - A blank assignment grade is **not** counted as a **zero (0)** in the average calculation.
 - E is used to mark an assignment grade as an exempt grade for a student and it is not counted as a zero (0) in the average calculation.
 - I is used to mark an assignment as incomplete. The Average marking period grade will remain as an "I" grade as long as any assignment has an "I" grade posted. "I" grades do generate phone calls when marked in the gradebook.
 - P is used in any assignment to signal the final marking period average as a passing grade.
 - R is used in any assignment to signal the final marking period average as a readiness grade and it is not counted as a zero (0) in the average calculation.
 - W is used in any assignment to signal the final marking period average as a withdrawal grade and it is not counted as a zero (0) in the average calculation.
4. X is used to mark an assignment grade where the student failed to make up an assignment. It is treated as a zero (0) in the average calculation.
5. To **Delete** a grade, click in the cell of the grade that you want to change.
 - The cell will highlight, tap the backspace or delete key, then tap the enter key.
 - Remember to click the save button at the top of your screen.
6. Posting Assignment Grades of **F** or **I**

If a grade of "F" or "I" is posted for an assignment grade, a grade message may be sent home and displayed in the Student Progress Center. To prevent the grade message to be sent due to an accidental posting, when a grade of "F" or "I" is posted, the teacher will receive a warning message. The teacher can then go back and correct the grades prior to the grade message being sent. The district determines the frequency and times that these messages are sent.

Transfer of Grade Assignment

The Transfer Grade of Student instructions are for the entering an assignment for students transferring into a new class at an existing school or a new school.

Editing an Assignment

1. To edit an assignment, click on a cell in the desired assignment to edit.
2. Click the **Assignments** icon. Then click **Edit**.
3. The **Assignment Editor** will appear. Make the desired adjustments the assignment.
4. Click **Save** when done.

Deleting an Assignment

1. To delete an assignment, first remove any grades associated with the assignment.
2. Click on **Assignments** icon. Then click **Delete**.
3. The **Average** should be updated to exclude the deleted assignment.

Grades Import icon

The **Grades Import** function – allows you to import grades from OC Classroom.



The import icon will have an indicator on it if there are assignments with grades to import into JC Gradebook.



This example has 12 to bring in. Click the icon to see the assignments.

Assign Grade Import - 04.28.22

Import	Expand		Error	Course	PD	Section	Assignment Name	Marking Period	Assigned	Due Date	Points	Category
<input checked="" type="checkbox"/>			1	ACCOUNTING I	01	0101000	Unit 1: Flowers for Algernon - Lesson 1: Summary Template	1st Nine Weeks	2021-08-17	2021-08-17	60	Assignments
			1	ACCOUNTING I	01	0101000	Unit 1: Flowers for Algernon/ Lesson 2: Revised Summary Templates	1st Nine Weeks	2021-08-17	2021-08-17	10	Assignments
			1	ACCOUNTING I	01	0101000	Bonus: Lesson 3: Comprehension Questions/Discussion Questions	1st Nine Weeks	2021-08-18	2021-08-18	10	Assignments

These 3 assignments each have one error. If you hover over the error number, you will see an error explanation.

You can then correct the error(s) by clicking on the assignment line. An Import Editor window will appear for you to make the correction(s).

Error	Course	PD	Section	Assignment Name
1	ACCOUNTING I	01	0101000	Unit 1: Flowers for Algernon - Lesson 1: Summary Template
1				
1				
1				

The following errors were found:

- 007 Assignment category is not valid in this section.

Import Editor

Validate

Assignment Title : Unit 1: Flowers for Algernon - Lesson 1: Summary Template

Category : Assignments

Standards :

Objective(s)

Set Font... Set Font Size... B / U T

Students completed a summary template for Part I and II of the Story of Prometheus.

Once the correction is complete, close the Import Editor and then click the Validation button. A check will appear at the beginning of the line.

Assign Grade Import - 04.28.22

Import	Expand		Error	Course	PD	Section	Assignment Name	Marking Period	Assigned	Due Date	Points	Category
<input checked="" type="checkbox"/>				ACCOUNTING I	01	0101000	Unit 1: Flowers for Algernon - Lesson 1: Summary Template	1st Nine Weeks	2021-08-17	2021-08-17	60	Major Grade
			1	ACCOUNTING I	01	0101000	Unit 1: Flowers for Algernon/ Lesson 2: Revised Summary Templates	1st Nine Weeks	2021-08-17	2021-08-17	10	Assignments
			1	ACCOUNTING I	01	0101000	Bonus: Lesson 3: Comprehension Questions/Discussion Questions	1st Nine Weeks	2021-08-18	2021-08-18	10	Assignments

Continue to make corrections as needed. No assignment with errors will be imported until the needed correction(s) have been made.

If needed, you can click the Expand icon to see all students with their grades on the assignments.

Assign Grade Import - 04.28.22

Import Collapse

	Error	Course	PD	Section	Assignment Name	Marking Period	Assigned	Due Date	Points	Category
<input checked="" type="checkbox"/>		ACCOUNTING I	01	0101000	Unit 1: Flowers for Algernon - Lesson 1: Summary Template	1st Nine Weeks	2021-08-17	2021-08-17	60	Major Grade
	<input checked="" type="checkbox"/>	SIDNO	Student Name	Grade	Earned	Import				
1	<input checked="" type="checkbox"/>	2109890	ALBRITTON JALAYA A	12	50	50 C				
2	<input checked="" type="checkbox"/>	2109969	ALLEN RACHAEL GRACEY GRACE	08	50	50 C				
3	<input checked="" type="checkbox"/>	9109994	ASHFORD JOHN GAIGE	12	50	50 C				
4	<input checked="" type="checkbox"/>	1119949	ZAMMIT STEPHANIE ELIZABETH	10	50	50 C				

Once the assignment(s) are corrected, click the Import icon to bring the assignments into JCampus Gradebook. You will be asked if you are sure you wish to do this.

Question

Are you sure you want to import the selected assignment(s) and their grades?

Yes No

Once the import is completed, then you will get a message there are no more assignments to import.

Assign Grade Import - 04.28.22

Import Collapse

	Error	Course	PD	Section	Assignment Name	Marking Period	Assigned	Due Date	Points	Category
You currently have no assignment grades to import.										

The assignments are now in the gradebook.

	SIDNO	Student Name	Grade	Average	Unit 1: Flowers for	Unit 1: Flowers for	Bonus: Lesson 3:
1	2109890	ALBRITTON JAY JAY A	12	92 B	50 C	10 A	10 A
2	2109969	ALLEN RACHAEL GRACEY GR...	08	92 B	50 C	10 A	10 A
3	9109994	ASHFORD JOHN GAIGE	12	92 B	50 C	10 A	10 A
4	1119949	ZAMMIT STEPHANIE ELIZABETH	10	92 B	50 C	10 A	10 A

Grades icon

A+
Grades

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

The **Drop/Restore** function – allows you to Restore a dropped student to add grades if necessary.

Restore All Dropped Grades – allows you to Restore all grades to update or add grades.

Duplicate Grade – allows you to duplicate the same grade to all students on a particular assignment. Then you can adjust those who do not have that grade.

Drop Lowest/Highest – allows you to drop lowest and/or highest grade on all students.

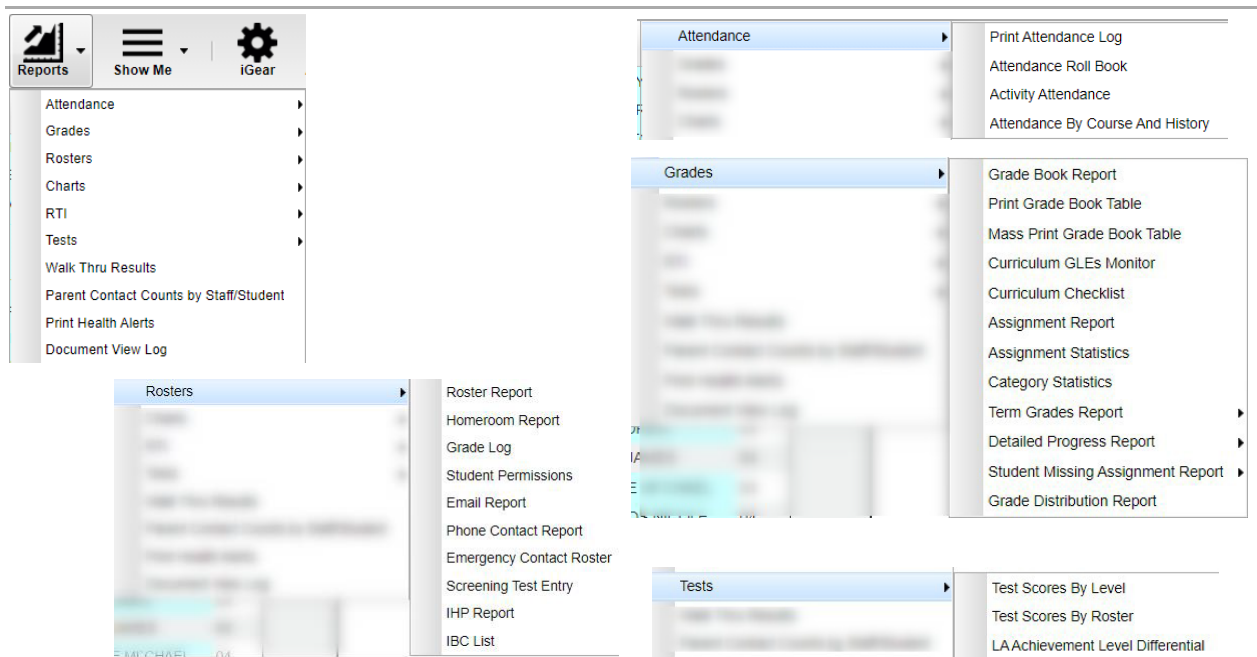
Lock/Unlock – allows you to Lock an assignment after entering grades or unlock if editing is needed.

Post Comment – allows you to post comment(s) on a student for the marking period only after one assignment is completed. These comments are listed in a pick list. You cannot add your own personal comments.

Recalc Assignment Grades – used if the averages may not be correct.

Show Grade Calculation – allows you to have a printout of how the grade average was calculated. This may be used when a parent/guardian questions the grade average.

Reports icon



Test Scores by Level

Test Scores By Level Setup - 02.16.2021

Year: 2021
 District: 026
 School: 009
 As Of Date: May 4, 2021
 Courses:
 Section: 009074
 Test Name: LEAP 2025 Gr. 3-8
 Reports:

Achievement Level Zones

Below	Above
5 (red)	5 (green)

Show Zone Students Only

Filters Advanced

OK

Be sure to select the Test Name for the report.

Achievement Level Zones

Achievement Level Below Zone

Enter a point differential below the next achievement level. This will shade the values red on all achievement level differentials having a value within the zone.

A value of zero will disable this color.

Achievement Level Above Zone

Enter a point differential above the previous achievement level. This will shade the values green on all achievement level differentials having a value within the zone.

A value of zero will disable this color.

The option to Show Zone Students Only, if checked, will only show students included in the zones selected.

If this option is unchecked, you will see all students in your class.

There are also Filters and Advanced buttons on the setup window to select additional criteria for your report.

Click OK for the report to run.

Test Scores By Level													
Sch	SIS	Last Name	First Name	SIDNO	SASID	DOB	Gen	Eth	Test Date	Grd	Score	PTL	Achievement Level
		ELA GRADE 5		Mastery 750 - 798									
2	009			0395547	4344807337	01/07/2007	M	2	2018-04-01	5	753	4	Mastery
3	009			0415976	6813483063	10/22/2006	F	2	2018-04-01	5	753	4	Mastery
		ELA GRADE 5		Basic 725 - 749									
5	009			0423647	3914411282	12/04/2006	F	2	2018-04-01	5	749	-1	Basic
6	009			0425296	8826649004	10/19/2005	M	2	2018-04-01	5	749	-1	Basic
7	009			0386372	2711506347	10/12/2006	F	2	2018-04-01	5	747	-3	Basic
8	009			0099825	6474186820	08/03/2007	F	0	2018-04-27	5	747	-3	Basic
9	009			0378265	3288404288	05/03/2006	F	2	2018-04-01	5	746	-4	Basic
10	009			0389988	5202139155	08/11/2007	M	2	2018-04-01	5	728	4	Basic
11	009			0504619	1309453643	08/31/2007	M	1	2018-04-01	5	726	2	Basic
		ELA GRADE 6		Mastery 750 - 789									
13	009			0395850	9879584169	11/02/2006	M	0	2019-04-01	6	751	2	Mastery
14	009			0099825	6474186820	08/03/2007	F	0	2019-05-01	6	750	1	Mastery
15	009			0099825	6474186820	08/03/2007	F	0	2019-04-24	6	750	1	Mastery

Test Scores By Roster

Test Scores By Roster Setup ✕

Year: 2021

District: 026

School: 009

As Of Date: May 4 2021

Courses:

Section: 009113

Test Name: LEAP 2025 Gr. 3-8

Reports:

Achievement Level Zones

Below

5

(red)

Above

5

(green)

Show Zone Students Only

[Legend](#)

This report gives you similar information and some additional information.

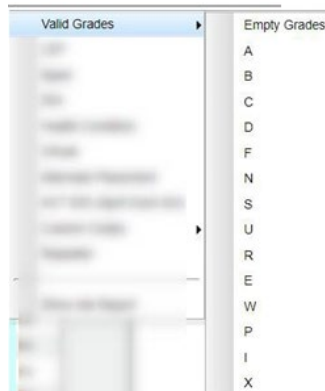
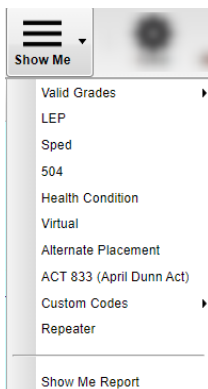
Column Headers on the report:

School, Last Name, First Name, SIDNO, SASID, DOB, Gender, Ethnicity, SPED (Yes or No), Section Number, Teacher, Final Grade in course.

Make sure to select **Test Name** and other criteria that applies, including the Filters and Advanced buttons.

Legend button – click to see scaled scores for the selected test.

Show Me icon



Valid Grades allows you to select one or more of the of the options listed. You may definitely want to check and highlight Empty Grades (blank) and possibly "I" grades to resolve these.

Any number can be selected from one to all.

Allowed grades:

To begin entering grades for an assignment, click in the cell to the right of the student's name in the appropriate assignment column. Type in the valid grade and press the "Enter" key to move to the next student. The user can also use the mouse or arrow keys to move to other students.

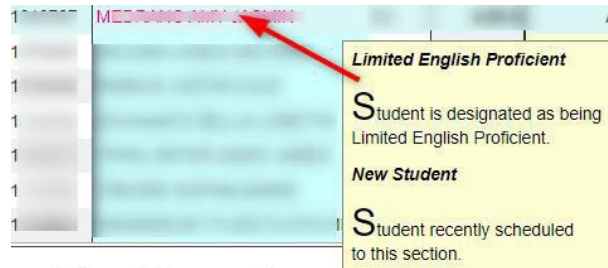
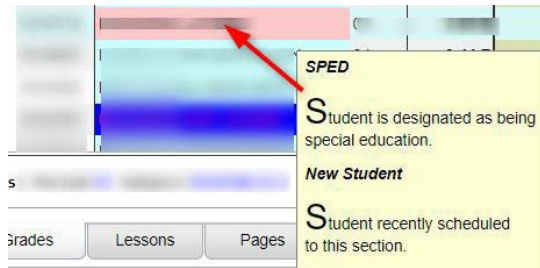
- If the Grade Post Type is **Numerical** Grade, the valid grades to be posted are all numerical values (1, 2, 3, 4...) not exceeding the maximum value of the assignment plus the value of the bonus points.
- If the Grade Post Type is **Letter** Grade, the valid grades to be posted are A, B, C, D, and F. Green-A, Purple-B, Yellow-C, Orange-D, Pink-F.
- If the Grade Post Type is **SNU Letter** Grade, the valid grades to be posted are S, N, or U.
- If the Grade Post Type is **SNU Numeric** Grade, the valid grades to be posted are all numerical values (1, 2, 3, 4...) not exceeding the maximum value of the assignment plus the value of the bonus points.

Additional valid **grades** that can be posted are:

- A **blank** assignment grade is not counted as a zero (0) in the final calculation.
- **E** is used to mark an assignment grade as an exempt grade for a student and it is not counted as an zero (0) in the final calculation.
- **I** is used to mark an assignment as incomplete, and the Average marking period grade will remain as an "I" grade as long as any assignment has an "I" grade posted. "I" grades **do** generate phone calls when marked in the gradebook.
- **P** is used in any assignment to signal the final marking period average as a passing grade. Note: Per the state definition, if a student receives a letter grade of "P", it is excluded from the GPA calculation. Zero quality points are awarded, however, the Carnegie credit earned for the course is counted toward the credit required for meeting a core category. This differs from an "F" because an "F" will also receive zero quality points and zero credit will be earned, however, the course will be counted in the number of courses taken.
- **R** is used in any assignment to signal the final marking period average as a R (readiness grade) and it is not counted as an zero (0) in the final calculation.
- **W** is used in any assignment to signal the final marking period average as a withdrawal grade, and it is not counted as an zero (0) in the final calculation.
- **X** is used to mark an assignment grade where the student failed to make up an assignment. It is treated as a zero (0) in the final calculation but can also be used in conjunction with a numerical grade such as "98X". NOTE: It is used often in the place of the "I" to put the burden of getting the grade in on the student and not the teacher. At some point, the "I" must be cleared but not the "X". Also "X" grades **do not** generate phone calls when marked in the gradebook.

The next items allow you to see which students are classified as LEP (Limited English Proficient), SPED, 504, Health Condition, Virtual, Alternate Placement, Act 833, Custom Codes, or a Repeater. After selecting one or more you can then hover over the student names to identify which classification the student is associated with.

Examples:



iGear icon

Menu Item	Description
Student	Student Demographic
Attendance	Demographic – see address, phone numbers, etc
Discipline	SPED Information including Classroom and Testing accommodations
Schedule	504 Information
Grades	504 Information including Accommodations
Print Transcript	LEP Information
Student Test Analysis	LEP Information including Home Language and accommodations
Communication	Health Information
Points	Student Enrollment History
Exit	Health Information and conditions, IHP, Emergency Plan, Vision and Hearing results

Select a student in class. Click the iGear icon and make a selection.
Under the Student option you can see information on:

Other information available to you in the gradebook are Attendance in detail with a summary, student's schedule, grade averages with detail on assignments, student's transcript (high school only), student test analysis with a Test Score Card which includes all test imported into the system. Communication allows you to Send JCall message, Send School Notes, review Parent Contact Log and SPC Login Information.

- Parent Contact Log
- Send JCall
- Send School Note
- SPC Login Information

Attendance icon

ATTENDANCE will be taken by the teachers for all school levels.

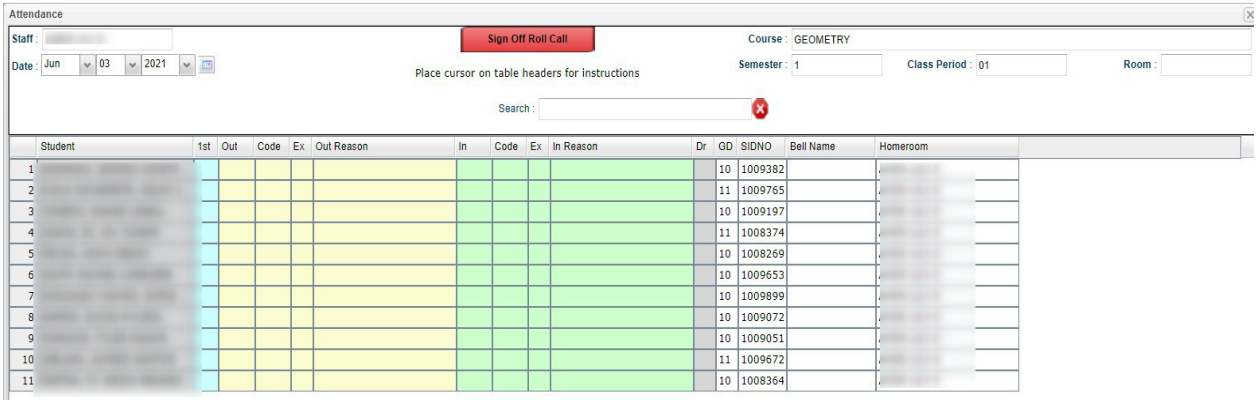
- Go to GRADES>CLASSROOM. Make sure the YEAR is 22-23. Select your 1st period CLASS and MARKING PERIOD.

The screenshot shows the iGear software interface. At the top, there are fields for Year (2121), District (044), School (006), Teacher, Course, PD (01), and Marking Period (1st Nine Weeks). Below these fields is a toolbar with various icons: Assignments, Grades, Reports, Show Me, Admin, iGear, Attendance (highlighted with a red box and arrow), Discipline, Seating Chart, Doc Archive, Save, and Help. Below the toolbar is a table with columns for SIDNO, Student Name, Grade, and Average. The table contains five rows of student data.

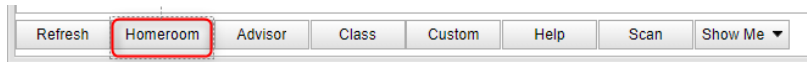
SIDNO	Student Name	Grade	Average
1 1009765		11	
2 1008374		11	
3 1009653		10	
4 1009051		10	
5 1009672		11	

- Click the ATTENDANCE icon. Your first period class will appear. **If attendance is taken in first period, skip the next step #3.** Both the homeroom and first period will contain the same students. There are basically three parts of attendance:
 - 1st column which marks the student absent the entire day
 - Out Columns
 - In columns

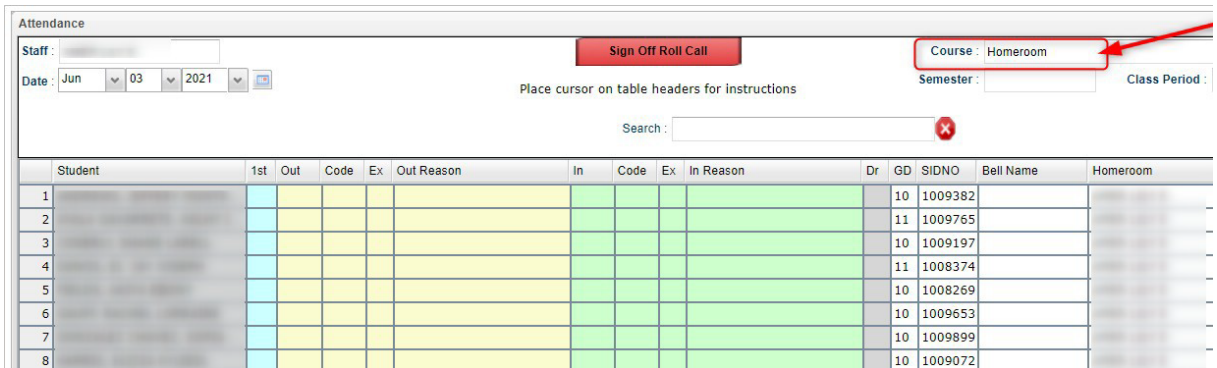
The **teacher** marks the students out in the "1st" column (aqua blue column). The **office staff** will handle the check-outs (OUT – yellow columns) and check-ins (IN – green columns). The teacher can see times when students are checked-out and checked-in in the yellow and green columns.



3. Click the HOMEROOM button at the bottom of the screen.



This brings up your Homeroom students and Homeroom will appear in the Course field at the top of the screen.



Then the teacher will mark **only students who are absent**. Click in the 1st column (aqua blue) next to the student's name.

An absence time and code will appear in the yellow OUT columns.

Student	1st	Out	Code	Ex	Out Reason	In
1						
2						
3			08:00	30	U Unexcused Absence	
4						
5						

4. When this is completed, the teacher needs to click **"Sign Off Roll Call"** (red button) to complete attendance. Answer items on the next window, if they apply, and close the window to return to the gradebook. Someone on the office staff will run a report to get a list of teachers who have not completed "Attendance" by an assigned time.
5. Each period teachers may be asked to **"check"** the classes after first period. Open the class, click the Attendance icon. Check if students are absent already and if the students have been checked in or out. Click the **"Sign Off Roll Call"** and close the window.

Discipline icon

Discipline referrals will be completed by the teachers for their students or any student at the school site.

1. Open **Gradebook**.
2. Verify the **Year**.
3. The default **Teacher's name** is based on the security settings for the user.
4. Select the **Course** and **Grading Period**.
5. Select the **Student** by clicking on the student's name.
6. Click the **Discipline** button at the top of the window.

The screenshot shows a 'Discipline' form with the following sections:

- Student Information:** Name, SIDNO (3), Perpetrator Type (01 Student Enrolled at this Site), Phone, Grade (10), Age (15), Bus Referral checkbox, Special Codes (CTU), Custom Codes.
- School Information:** Staff ID and Name, Room #, School, Principal.
- Referral Information:** Incident Date (Aug 19, 2022), Time (11:54), Code (02), Location (13 01 Classroom).
- Incidents:** A table with columns: Code, Nature of Referral Incident Description, D, Witnesses, SIDNO. A red arrow points to the Code field in the first row.

7. The **RefPG1** will be displayed with some information about the student and the incident already filled in.
8. If the student has any **Alert Codes** entered on the Student Master, these codes will automatically appear when the student's name is selected and the RefPG1 appears on the screen.
9. Verify the Incident Date, Time, **Code**, and Location are correct. These values default to Today's Date and Time, Code 02 (During Class) and Location 13 01 Classroom.
 - **To change** any of these items, click the field and make your selection from the list and click **OK**.
10. Click in the top of the **Incident Code** cell and select the appropriate code and click OK.
 - Note: selecting a weapon incident and a bullying incident will result in an additional pop-up window requesting additional required information about the incident.
11. If there are any witnesses to the incident, their names may be entered in the **Witnesses** field.
12. In any **Evidence** exists, select the **Evidence** from the pick list.
13. In the **Remarks** area, type in a description of the incident. The district allows for Public Remarks and Internal Remarks.

Public Remarks

Estimated number of characters remaining for printing School Behavior Form: 465

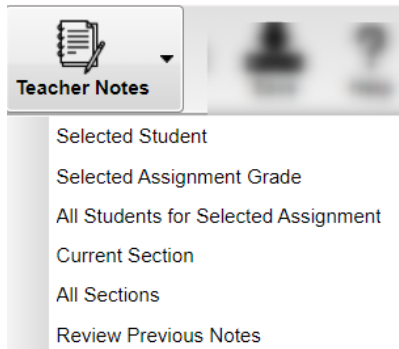
Internal Remarks

14. Click the **RefRG2** tab at the bottom left of the screen to change to the next section.
15. Enter the actions that you took as the teacher. Note: If **Code 06 Referred to Office** is selected the principal and disciplinarians will receive an email notifying them of the new referral.
16. Select the type of **Parent Contact**; enter the date of the contact. This contact is copied to the Communication>Parent Contact Log.
17. If there are any Recommendations to enter, type them in the Recommendations field, then select the date.
18. Enter the **Motivation** for the incident in the Motivation field.
19. You may enter additional perpetrators of the incident, in the **Perpetrator** field. 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).
20. 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 viz the iGear for the student.
21. Click the Save button at the bottom of the screen. Then click the red X at the top right to return to the Gradebook.

Doc Archive icon

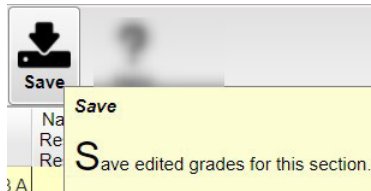
This allows you to select and student and see if any documents exist for the student. Someone at the school site uploaded the documents here.

Teacher Notes icon



Notes can be sent to a selected student, a selected assignment grade, all students for a selected assignment, current section/class, all sections and you can also review previous notes.

Save icon



Help System “?”

The Help System allows the user to search for how-to's, written instructions, videos and general information related to EDgear's products.

You can use the **JCampus Main Page** or use the **Seach Bar** on the top right to find information on a subject. You can also use the **Community Portal** on the left to access guides.