



# **Classroom Gradebook**

**714 Ashley Ridge Loop  
Shreveport, Louisiana 71106**

**(318) 868-8000  
(800) 509-7070**

**[support@edgear.com](mailto:support@edgear.com)  
[www.edgear.com](http://www.edgear.com)**

## Table of Contents

Classroom.....	3
<b>Menu Location</b> .....	3
Gradebook.....	3
<b>Column Headers</b> .....	3
<b>Assignments icon</b> .....	4
<b>How to Create Categories</b> .....	4
<b>How to Create New Assignments</b> .....	5
<b>Posting Grades</b> .....	6
<b>Transfer of Grade Assignment</b> .....	6
<b>Editing an Assignment</b> .....	6
<b>Deleting an Assignment</b> .....	7
<b>Grades icon</b> .....	7
<b>Reports icon</b> .....	7
<b>Show Me icon</b> .....	9
<b>iGear icon</b> .....	10
<b>Attendance icon</b> .....	10
<b>Doc Archive icon</b> .....	12
<b>Teacher Notes icon</b> .....	12
<b>Save icon</b> .....	12
<b>Help System “?”</b> .....	12

# 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**



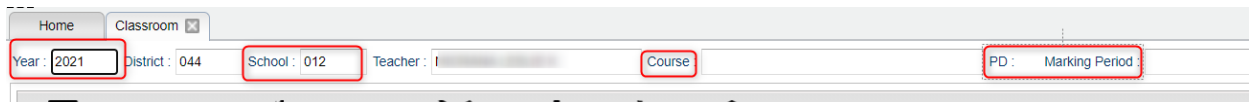
**Grades** (Current Page) - Teachers can create assignments, post assignment grades, print progress reports and more.

# 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: 2122 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

	From				Through			
GP1 :	Aug	06	2021		Oct	07	2021	
GP2 :	Oct	08	2021		Jan	03	2022	
GP3 :	Jan	04	2022		Mar	11	2022	
GP4 :	Mar	14	2022		May	23	2022	

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

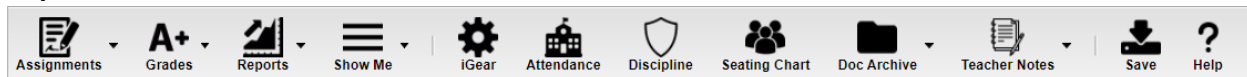
**Student Name** - Student`s full name. (Click students to view or enter information from iGear or Discipline buttons.)

**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



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

**Grades** - Select for assignment grade related functions for dropping, restoring and locking of assignment 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 or Limited English Proficient students in a different color.

**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.

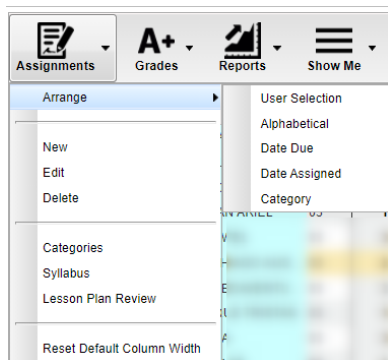
**Save** - Click to save any unsaved assignment grades and to update the Average grade column.

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

## 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 assignments can be arranged in several different ways. By default they are arranged by Date with the most recent first.

**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 your first assignment.**

You will create categories by:

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.
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.

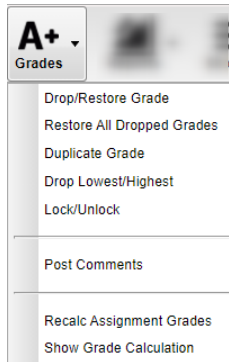
## Editing an Assignment

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 icon



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.

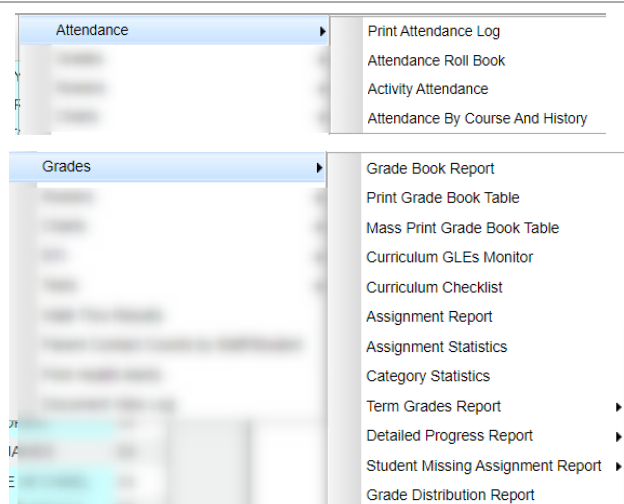
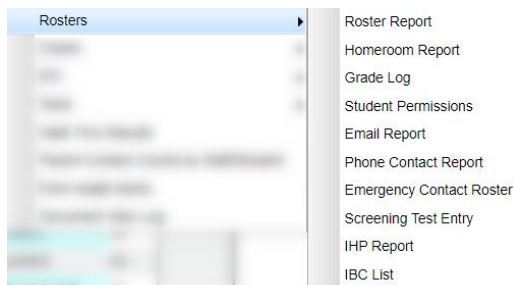
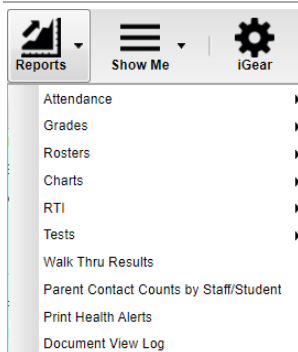
**Lock/Unlock** – allows you to Lock an assignment after entering grades or unlock if editing is needed.

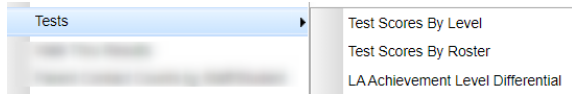
**Post Comment** – allows you to post comment(s) on a student for the marking period only after one assignment is completed. These comments are listed in a pick list. You cannot add your own personal comments.

**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: 5 (red)  
 Above: 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.

	Sch	SIS	Last Name	First Name	SIDNO	SASID	DOB	Gen	Eth	Test Date	Grd	Score	PTL	Achievement Level
1			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
4			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
12			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

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.

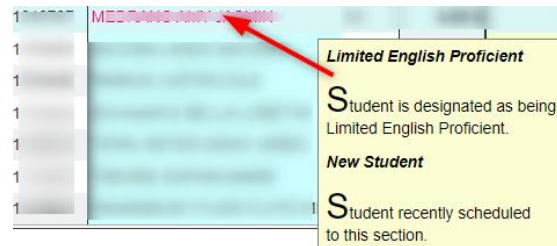
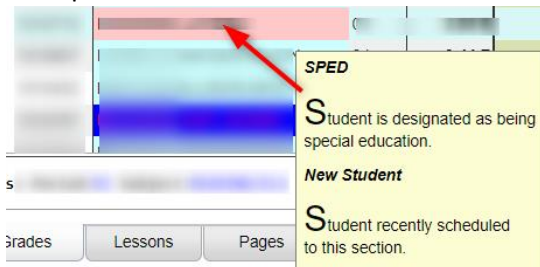
**Legend button** – click to see scaled scores for the selected test.

## Show Me icon

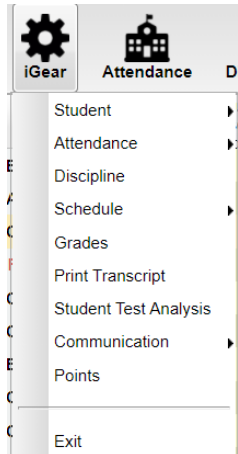
**Valid Grades** allows you to select one or more of the of the options listed. You may definitely want to check and highlight Empty Grades (blank) and possibly “I” grades to resolve these. Any number can be selected from one to all.

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 of more you can then hover over the student names to identify which classification the student is associated with.

Example:



## iGear icon



Select a student in class. Click the iGear icon and make a selection.

Under the Student option you can see information on:

Student Demographic	Demographic – see address, phone numbers, etc
Special ED Information	SPED Information including Classroom and Testing accommodations
504 Information	504 Information including Accommodations
LEP Information	LEP Information including Home Language and accommodations
Health Information	Health Information and conditions, IHP, Emergency Plan, Vision and Hearing results
Student Enrollment History	Student Enrollment History and ability to print an IGP Form if applicable
Print IGP Form	

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.

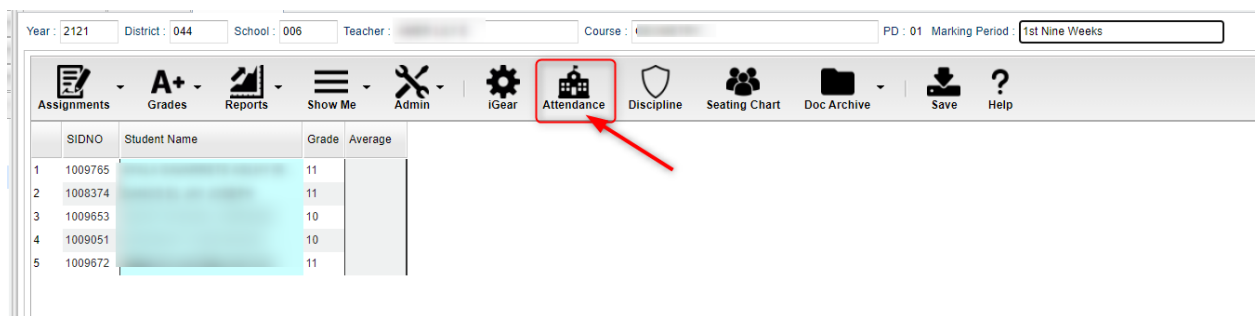
Communication allows you to Send JCall message, Send School Notes, review Parent Contact Log and SPC Login Information.

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

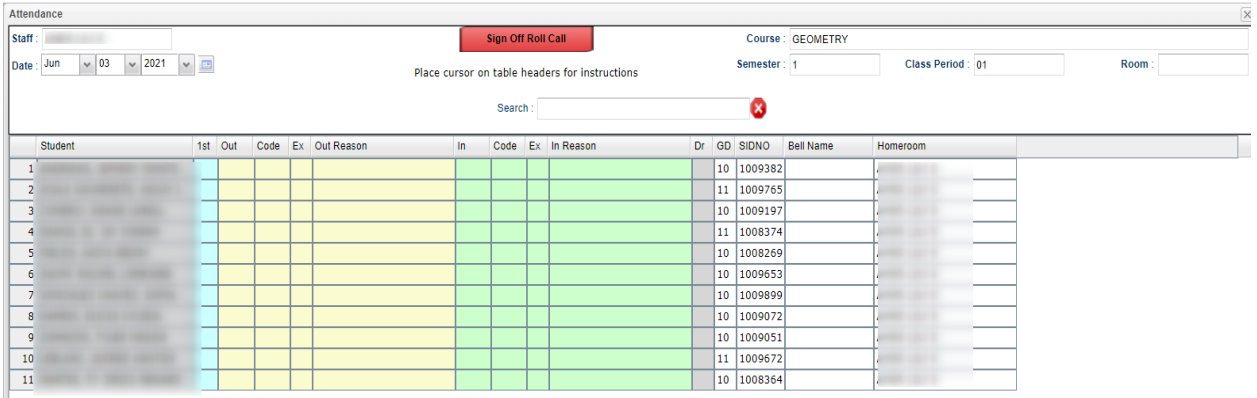
## Attendance icon

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

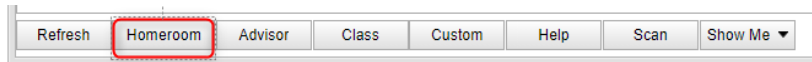
1. Go to GRADES>CLASSROOM. Make sure the YEAR is 2122. Select your 1st period CLASS and MARKING PERIOD.



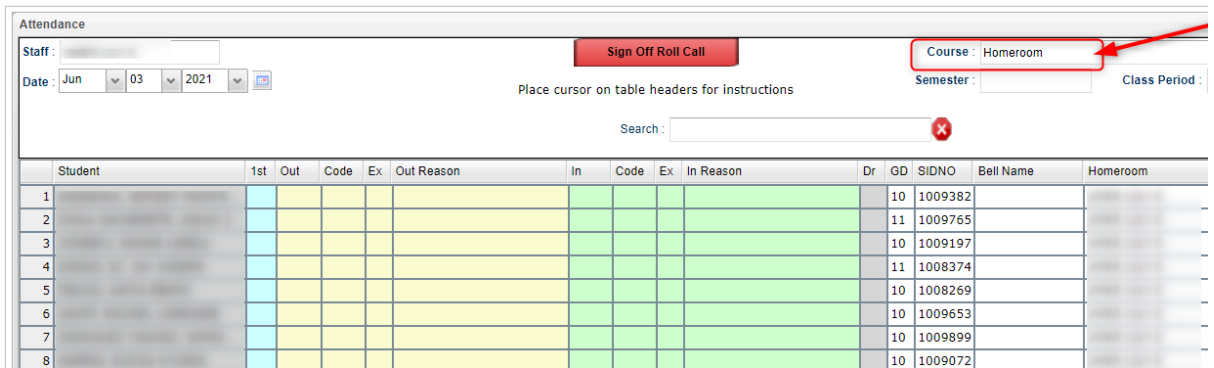
2. Click the ATTENDANCE icon. Your first period class will appear. **If attendance is taken in first period, skip the next step #3.** Both the homeroom and first period will contain the same students. There are basically three parts of attendance – 1st column which marks the student absent the entire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

- 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.
- 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.

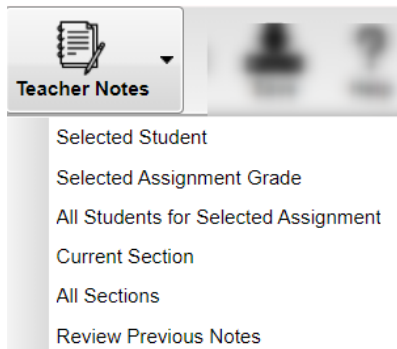
## Doc Archive icon

---

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

## Teacher Notes icon

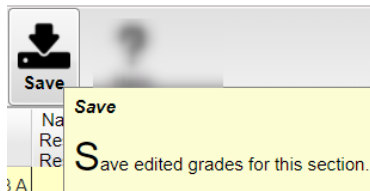
---



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.