



Classroom

Gradebook

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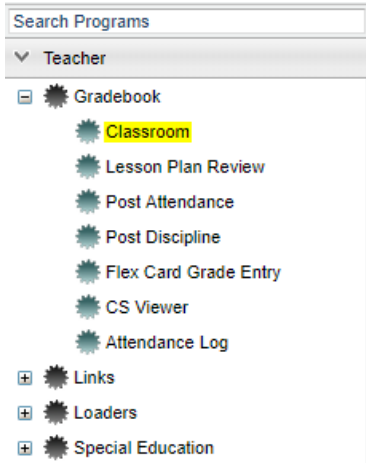
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Classroom

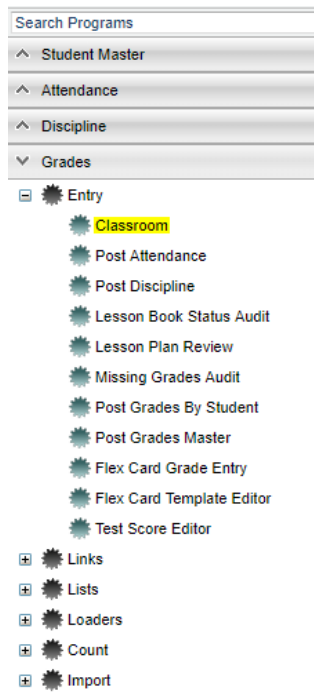
Classroom was created to combine a teacher's Gradebook, Lesson Book and their Web Pages all into one convenient program. Informational graphs are also provided on the Boards tab.

Menu Location

Teacher Menu



Administrator Menu



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

Boards - Teachers can view assignment grades, marking period grades, and Student Progress Center logins displayed graphically.

Gradebook

Welcome | Dashboard | Classroom

Year: 1718 | District: 027 | School: 006 | Teacher: BILLEAUDEAUX SALLY | Course: FAM & CON SCI I | Marking Period: 1st Six Weeks

SIDNO	Student Name	Grade	Average	Assignment Name
1 6089969	ACHANE ROBERT ISAAH	10	0 E	E
2 8069936	ACHANE TISHA	11	80 C	80 C
3 8069926	ADAMS DAVID	09	90 B	90 B
4 9089965	ADAMS REBECCA SAMAH	07	80 C	80 C
5 3130013	ADAMS TISHA ELIZABETH	09	70 D	70 D
6 5088110	AGUILLARD DARRYL PAUL	09	80 C	80 C
7 7089849	ALEXANDER CHRIS ISAAC	09	90 B	90 B
8 9089916	ALEXANDER MARK LATRELLE	08	80 C	80 C
9 8089955	ALEXANDER REBECCA BREION	08	70 D	70 D
10 7089977	ALLEN ANGELA DUONAY	09	80 C	80 C
11 4080106	ALLEN RACHAEL	11	90 B	90 B
12 9089948	CORMIER SHERRI LAUREN	07	80 C	80 C
13 0089944	CRADER JASON PAUL	07	70 D	70 D
14 7089935	CROCHET DAVID THOMAS	07	80 C	80 C
15 0089874	DANIEL MARK DEMONT	07	90 B	90 B
16 9089960	DARTEZ SALLY LEVAI	07	80 C	80 C
17 5139874	DRUILHET CATHERINE EVELYN	11	70 D	70 D
18 0089943	GOBERT BEVERLY ANAYAIS	07	80 C	80 C
19 5089963	PRECHT MIKE CONNER	11	90 B	90 B
20 7069908	SALASIL SALLY	10	80 C	80 C
21 7089966	WILLRIDGE III DARRYL RAY	09	0 E	E
22 5080152	WILSON DAVID TERRELL	11	80 C	80 C
23 4080108	WILSON RACHAEL FAITH	12	90 B	90 B
24 5139896	WIRTZ CATHERINE MARIE	11	80 C	80 C
25 6090021	WITHERS SALLY SAMONE	10	90 B	90 B
26 4080018	WOODS CHRIS DEMONE LEE	12	80 C	80 C
27 2130232	WOODS CHRIS NORRIS	12	90 B	90 B
28 8090005	WOODS SHAUNA LAINE	09	80 C	80 C
29 6089936	YOUNG JAY TODD	09	90 B	90 B
30 6089913	YOUNG ROBERT	10	0 E	E

Class Period:04 Subject:FAM & CON SCI I Grade:09 Section:006339 Term::51:52 Days of Week:RTWRF Resource Comment:

Grades | Lessons | Pages | Boards

Year: 1718 | District: 027 | School: 006 | Teacher: BILLEAUDEAUX SALLY | Course: FAM & CON SCI I | Marking Period: 1st Six Weeks

1. At the top of the Gradebook, verify the **Year**, **District**, **School** and **Teacher**. Choose the **Course**, then **Marking Period**.
2. **Assignments** - Select for assignment related functions for creating, editing and viewing assignments.
3. **Grades** - Select for assignment grade related functions for dropping, restoring and locking of assignment grades.
4. **Reports** - Select for the various gradebook reports for the selected course and marking period.
5. **Show Me** - Select for the various gradebook displays such as highlighting missing assignment grades or Limited English Proficient students in a different color.
6. **Admin** - Select for administrative related functions and must have security in User Management.
7. **iGear** - Navigate to other systems for the selected student. Example: Scheduling, Attendance, Discipline, etc.
8. **Attendance** - Post attendance for this course and marking period.
9. **Discipline** - Post discipline for the selected student.
10. **Seating Chart** - Select to design a seating chart for the selected course and marking period.
11. **Teacher Notes** - Send notes to the students or parents in your classes. It's also visible in the Student Progress Center.
12. **Save** - Click to save any unsaved assignment grades and to update the Average grade column.
13. **Help** - Click to view written instructions and/or videos.

Bottom

Class Period:04 Subject:FAM & CON SCI I Grade:09 Section:006339 Term::S1:S2 Days Of Week:MTWRF Resource Comment:

1. **Class Period** - The class period the course is being taught.
2. **Subject** - The subject being taught. This information is pulled from Master Schedule Editor.
3. **Grade** - The grade level being taught. This information is pulled from Master Schedule Editor.
4. **Section** - The section number of the course being taught. This information is pulled from Master Schedule Editor.
5. **Term** - The marking period of the course being taught. This information is pulled from Master Schedule Editor.
6. **Days of Week** - The days of the week that the course is being taught. This information is pulled from Master Schedule Editor.
7. **Resource Comment** - This is the Master Schedule comment field. This information is pulled from Master Schedule Editor.

How to Create Categories (Non Weighted)

1. At the top of the Gradebook, verify the **Year, District, School** and **Teacher**. Choose the **Course** then **Marking Period**.
2. In the upper left corner of the Gradebook, click on **Assignments, Categories**, then **Category Editor** will appear.
3. Under the header **Category**, type the desired name of a category. Example: Test, Quiz, Homework, etc.
 - If only one category is available, then that category will be defaulted when creating a new assignment.
4. **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.
5. **Weight: Do Not Use.**
6. All categories created in Gradebook show for all sections.
7. The next field is **Color**. This is not a required field, but if it is desired to color code categories, click in the field to get a drop down showing different colors. Select a color to associate with the category.
8. Click in the last field to save.

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/lesson.
5. If using **Categories**, select the appropriate category.
 - If the user only has one category, then the assignment editor will default to that category.
6. **Grade Post Type** will be defaulted based on district settings. If the grading scale changes after grades have been entered, the user will need to adjust the grading scale. *Click to go to Adjust Grading Scales.*
7. If using Numerical Grade, SNU Numeric Grade, OSN Numeric Grade, or OSNU Numeric Grade enter the **Maximum Point** value for the assignment. If this is a **Bonus** point assignment, enter 0 for the point value.
8. If using Letter Grade, SNU Letter Grade, OSN Letter Grade, or OSNU Letter Grade a maximum point value cannot be entered. If using Numerical Grade, SNU Numeric Grade, OSN Numeric Grade, or OSNU Numeric Grade, enter the points possible for **Bonus** points if desired. If using Letter Grade, SNU Letter Grade, OSN Letter Grade, or OSNU Letter Grade bonus points cannot be entered.
9. For the **Date Taught From**, select the date the assignment was first taught.
10. For the **Date Taught To**, select the last date the assignment was taught.
11. For the **Due Date**, select the date the assignment is due to be turned into the teacher.
12. Click **Save** to complete creating the assignment/lesson.
13. Click **Copy** to copy this assignment/lesson plan to other sections.
 - After clicking **Copy** select the sections that the assignment/lesson plan needs to be copied to.

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. The user can create a New assignment, or add grades to an existing assignment.
3. 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.
 - 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.
4. 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 a zero (0) in the final 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. See more information below.
 - 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.
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.

1. Enter a new assignment with the possible being the walk in score as the possible. Ex. 300.
2. Enter the walk in score for the student. Ex. 250 out of 300.
3. Save.
4. Duplicate a grade of E for the other students in the class.
 - a. Go to Grades / Duplicate in top menu. Select the transfer assignment. Enter "E" in grade to post to students.

Adjust Grading Scales

A Teacher may find that they are using an incorrect grading scale when creating assignments in their Gradebook. Rather than have the teachers delete the assignments, and then re-enter them using the correct grading scale, the **Adjust Scale** utility was created to help correct these situations. The utility will work to change Numeric to Numeric and Numeric to Alpha only. It CANNOT change Alpha to Numeric.

	<input type="checkbox"/>	Assignment	Category	Grade Post Type	Maxi... Points	Bonus Points	Weight	Date Taught From	Date Taught To	Date Due	Prerequisite(s)	L...	Hi...	Ob	Lp	Hw	Mo	Im	Ev
1	<input type="checkbox"/>	Assignment 1		STATE 7 POINT S...	0	0		2018-08-20	2018-08-20	2018-08-20		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	Assignment 2		STATE 7 POINT S...	100	0		2018-08-24	2018-08-24	2018-08-24		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	Assignment 3		STATE 7 POINT S...	100	0		2018-08-17	2018-08-17	2018-08-17		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	Assignment 4		STATE 7 POINT S...	100	0		2018-08-31	2018-08-31	2018-08-31		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In the **Assignment Syllabus**, check the assignments that need to be adjusted then choose **Adjust Scale**. In the pop-up box, choose the correct **Grade Post Type** (grading scale) and click on **Adjust Scale**. All selected assignments will be updated with the chosen **Grade Post Type** and the assignments will be recalculated. If the user cannot select the correct Grade Post Type, consult the Master Schedule Editor first, the Course Catalog second and/or the Sponsor Site Grading Scales Manager last. These are where the Grade Post Type is assigned depending on section, course and district.

Adjust Scale ✕

Please choose the appropriate grading scale below and then click 'Adjust Scale'. All selected assignments will be updated with the chosen Grade Post Type and the assignment grades will be recalculated using the selected Grade Post Type.

WARNING: Changing from an alpha to a numeric scale will require assignment grades to be re-entered because no numeric value exists.

Grade Post Type: STATE 7 POINT SCALE ▾