SUMMER SCHOOL

GRADES

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 | Lessons | Pages | Boards |

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: 2121 which is summer school
> School: Click to select summer school (elem and middle only)
> Teacher: Your name should be here
> Course: Select your course needed
> PD   Marking PD: Select correct one

Select Marking Period

Description	From	Thru	Grades Due
1st Nine Weeks	06-03-2021	06-09-2021	
2nd Nine Weeks	06-10-2021	06-16-2021	
3rd Nine Weeks	06-17-2021	06-23-2021	
4th Nine Weeks	06-24-2021	06-30-2021	

| Home | Classroom ✕ |

Year : 2021 | District : 044 | School : 012 | Teacher : | Course | PD : Marking Period :
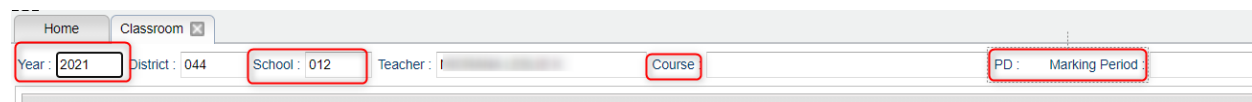
Column Headers

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.
Admin - Select for administrative related functions and must have security in User Management.
iGear - Navigate to other systems for the selected student. Example: Scheduling, Attendance, Discipline, etc.
Attendance - Post attendance for this course and marking period.
Discipline - Post discipline for the selected student.
Seating Chart - Select to design a seating chart for the selected course and marking period.
Doc Archive – Click to show "Student" Document Archive Records.
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:04 Subject:FAM & CON SCI I Grade:09 Section:006339 Term::S1:S2 Days Of Week:MTWRF Resource Comment:

How to Create Categories

Categories have already been entered for summer school courses.

You will select the categories already present.

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.
6. *Grade Post Type* will be defaulted based on district settings.
7. If the course selected uses the Comprehensive **Curriculum**:
   - Select the Curriculum Unit Topic, GLE's that the assignment is associated with then click ok. This is optional.
8. If the course selected uses the **Common Core Standards**:
   - Select standards for the course and grade level. This is optional.
9. **Do No Show in Gradebook** - This option is available in both **Gradebook** and **Lesson Book**.
   - 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. If entering a lesson plan, enter the prior required knowledge for the assignment in the **Prerequisite(s)** field.

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.
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.

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 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.
   - 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 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 a zero (0) in the final 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 final 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** of **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.

Adjust Grading Scales

If the Categories are completed prior to any grade being entered into the gradebook, then this will not be necessary 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.

		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	☐	Assignment 1		STATE 7 POINT S...	0	0		2018-08-20	2018-08-20	2018-08-20		☐	☑	☐	☐	☐	☐	☐	☐
2	☐	Assignment 2		STATE 7 POINT S...	100	0		2018-08-24	2018-08-24	2018-08-24		☐	☐	☐	☐	☐	☐	☐	☐
3	☐	Assignment 3		STATE 7 POINT S...	100	0		2018-08-17	2018-08-17	2018-08-17		☐	☐	☐	☐	☐	☐	☐	☐
4	☐	Assignment 4		STATE 7 POINT S...	100	0		2018-08-31	2018-08-31	2018-08-31		☐	☐	☐	☐	☐	☐	☐	☐

Copy | New | Edit | Delete | Print | Adjust Scale

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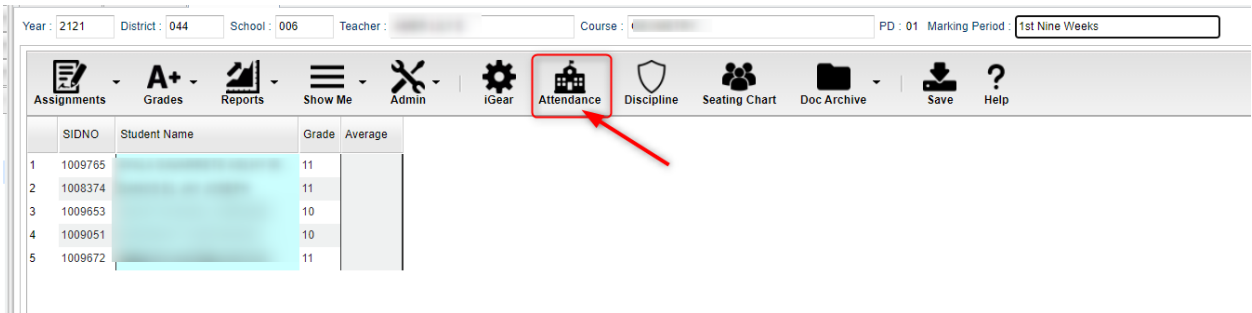
WARNING: Changing from an alpha to a numeric scale will require assignment grades to be re-entered because no numeric value exists.

Grade Post Type :   STATE 7 POINT SCALE ▼

Adjust Scale

ATTENDANCE

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

1. Go to GRADES>CLASSROOM.   Make sure the YEAR is 2121. 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.** 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.
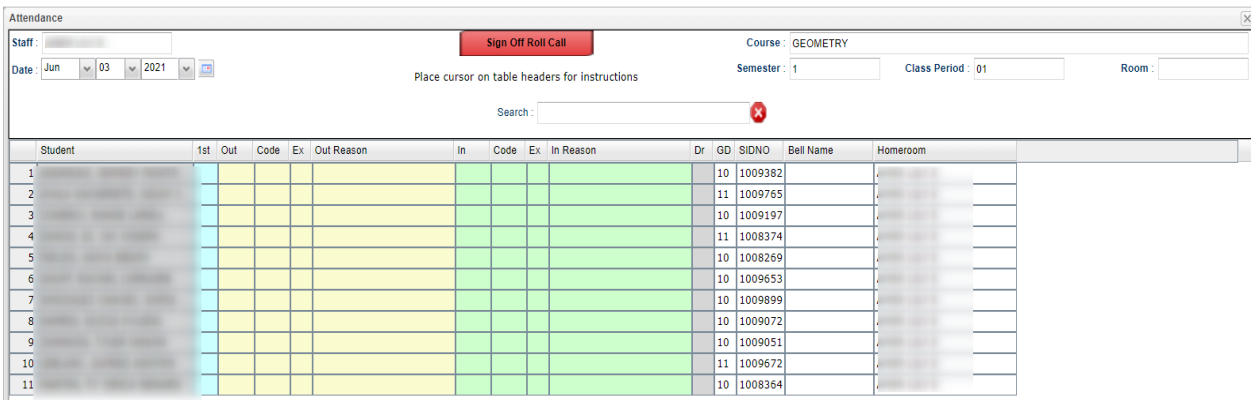
3. Click the HOMEROOM button at the bottom of the screen.
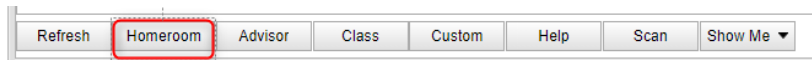
This brings up your Homeroom students and Homeroom will appear in the Course field at the top of the screen.

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.

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.