



# Classroom

**Gradebook**

**Lesson Plans**

**Teacher Web Pages**

**Boards**

**03/18/2019**

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# Classroom

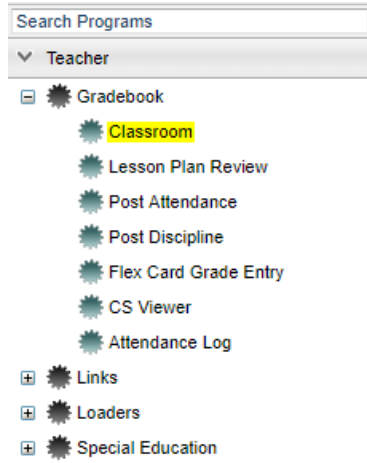
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**Classroom was created to combine a teacher's Gradebook, Lesson Book and their Web Pages all into one convenient program. Informational graphs are also provided on the Boards tab.**

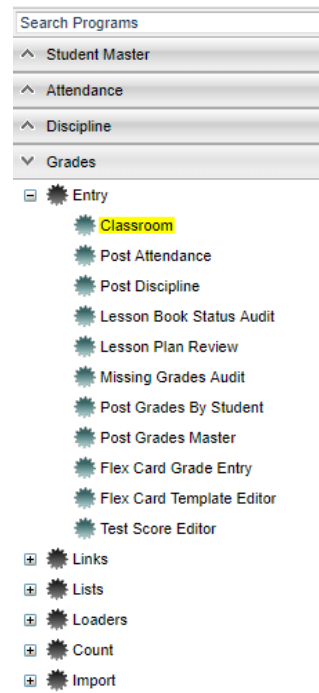
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## Menu Location

### Teacher Menu



### Administrator Menu



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

**Lessons** - Teachers can create their lesson plans, submit them to administrators, share them with other teachers and more.

**Pages** - Teachers can create a personalized web page where they can post events on a calendar, post updates on a message board 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

Assignments Grades Reports Show Me Admin iGear Attendance Discipline Seating Chart Teacher Notes Save Help

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 LEVAY	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

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

Assignments Grades Reports Show Me Admin iGear Attendance Discipline Seating Chart Teacher Notes Save Help

At the top of the Gradebook, verify the **Year**, **District**, **School** and **Teacher**. Choose the **Course**, then **Marking Period**.

**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 Six Weeks 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.

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

**Class Period** - The class period the course is being taught.

**Subject** - The subject being taught. This information is pulled from Master Schedule Editor.

**Grade** - The grade level being taught. This information is pulled from Master Schedule Editor.

**Section** - The section number of the course being taught. This information is pulled from Master Schedule Editor.

**Term** - The marking period of the course being taught. This information is pulled from Master Schedule Editor.

**Days of Week** - The days of the week that the course is being taught. This information is pulled from Master Schedule Editor.

**Resource Comment** - This is the Master Schedule comment field. This information is pulled from Master Schedule Editor.

## How to Create Categories

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** is not a required field but can allow you to set categories that are based on percentages of the total grade.
  - If using weights be sure that every assignment within a section has a category with a weight value. Example: For 30%, simply type 30.0 in the weight field and click on the green Save box.
6. All categories created in Gradebook show for all sections. A user can have categories that are non-weighted for some sections 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 section, then all assignments in that section must be of a weighted type. The gradebook will not calculate weighted and non-weighted assignments in the same section. See 4-Step Process below.
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.

### \*\*\*4 Step Process for Correcting Category/Weight

1. Click in **Assignments, Categories** and take out all weights, then **Save**.
2. Click on **Assignments, Syllabus, Edit** and re-choose categories for the assignments, then **Save**.
3. Click on **Assignments, Categories** and re-enter the weights, then **Save**.
4. Under **Grades**, choose **Recalc Assignment Grades**.

### \*\*New Enhancement – Grades

- **Category Editor** - An option is now available to show assignment headers as colored for categories instead of the whole column. Color options for the headers are setup in the **Category Editor**.
- **Show Me Menu** - Assignment grades can now be displayed in a selected color when a teacher goes to the **Show Me** menu and selects a **Valid Grade** to view. Colors are set in the **Grading Scale Manager** in the **Sponsor Site Editor** which is completed by your District Coordinator.

## 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.
  - If your district requires categories to be used in this subject, there is an indicator in the Master Schedule Editor reflecting this requirement. The presence of this indicator will give a popup warning that the user will not be able to save the new assignment without selecting a 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 the course selected uses the Comprehensive **Curriculum**:
  - Select the Curriculum Unit that the assignment is associated with then click ok.
  - Select the Curriculum Topic then click ok.
  - Select the Curriculum GLE's then click ok or click Append to Objectives if creating a lesson plan.
  - If the assignment being created is a test on the unit selected from the Comprehensive Curriculum, check the box labeled Designated Unit Test.
8. If the course selected uses the **Common Core Standards**:
  - 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.
  - 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.
  - Each Content Area is further divided into one or more Domains.
  - 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.
  - 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.
  - The selected standard(s) will appear at the bottom of the screen.
  - 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.
  - To save the selected standards, click the Submit button at the bottom right of the window.
  - The standards selection window goes away. The Assignment window will be on the screen with the selected standards listed in the Core Standards field.
9. **Do No Show in Gradebook** - This option is available in both **Gradebook** and **Lesson Book**.
  - Check the box if the assignment, currently being created in Gradebook, is only a lesson plan and needs to not show in the Gradebook. It will show in Lesson Book only. The default is to be checked.
  - Uncheck this box if the assignment needs to show in the Gradebook as well as Lesson Book. It will show in the Lesson Book, in orange, but make sure Assignments is checked in Tools→ Show Me.
10. 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.
11. 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.
12. For the **Date Taught From**, select the date the assignment was first taught.
13. For the **Date Taught To**, select the last date the assignment was taught.
14. For the **Due Date**, select the date the assignment is due to be turned into the teacher.

15. If entering a lesson plan, enter the prior required knowledge for the assignment in the **Prerequisite(s)** field.
16. The box below the "Prerequisite(s)" field is the "Objective(s)" field. If GLE's were selected and appended to objectives, GLE's will be seen in this area. To add to this area, click in the text box or click the "Objective(s)" button.
  - To enter lesson plan information, click on the "Lesson Plan" button. Enter text in the text box that appears.
  - At the bottom of the box that appears after clicking "Lesson Plan" are tabs for entering other lesson plan information. To enter homework information, select the "Homework" tab
  - To enter modifications for a special education student, select the "Modification(s)" tab.
  - Click the "Return" button when finished entering information.
  - Click the "Instructional" button to enter the instructional methods for the lesson plan.
  - Click the "Eval/Assess" button to enter the evaluation and assessment methods for the lesson plan.
17. Click **Save** to complete creating the assignment/lesson.
18. 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.
19. 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. 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.
  - 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 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.
  - 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. If you are needing to post **symbols**, click here: [Using Symbols](#)
6. 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.
7. 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.

### 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.

Assignment Syllabus																				
	<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"/>	<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"/>	<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"/>	<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"/>	<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



# Lesson Plans

## Create a New Lesson Plan

To make a new lesson plan, click **New** on menu bar at the top.

In the **New Lesson** window:

- **Course** – Select the course from the drop-down list. The Class name is followed by the class period, section number, and terms.
- **Lesson Name** – Enter name or title for the lesson. All titles should be uniquely named within the same section or an appendage of -1 will be added to the end of the new title.
- **Plan Start Date (Option 1)**: defaults to the Monday beginning the week of the assignment. Non-instructional days will not be included in the days of the assignment. **Note:** If you create, edit, copy or import a lesson plan for a day outside this week, you will receive a pop-up message.
- **Plan End Date (Option 1)**: must be the last day the lesson will be taught.
- **Start Date and Plan End Date (Option 2)**: The start date and end date can now be entered by using a more interactive calendar. Click the calendar icon next to either start or end date to view the interactive calendar. As you are selecting the start and end dates, the date range selected will be highlighted within the calendar to guarantee accuracy. Click ok to apply the selected date range to the lesson.
- **Create Lesson Per Day** - With this option checked, if the Plan Start Date and the Plan End Date cover a range of days, the lesson plan will be unique per day within the date range.
- **Share Lesson Plan** – You can share your lesson plan with other teachers. You can share your lesson plan with all teachers or specific which teachers by selecting the teacher(s) in the next drop-down field.
- **Do not display in gradebook** - This option is available in both Gradebook and Lesson Book.
  - **Check** the box if the assignment is only a lesson plan and needs not be displayed in the gradebook. The default is to be checked.
  - **Uncheck** this box only if the lesson plan is also going to be a graded assignment that will display in the gradebook as well as Lesson Book. This will un-gray the area at the bottom of the window so that assignment information can be added. Also, this will make the Lesson Plan/Assignment orange in the Lesson Plan window unless the "Assignments" under "Tools" → "Show Me" is unchecked.
- **Curriculum GLE's**:

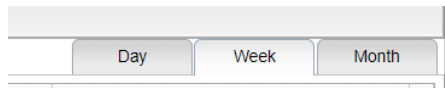
The screenshot shows the 'New Lesson' form with the following fields and options:

- Course**: SELECTION REQUIRED (dropdown)
- Lesson Name**: [Empty text field]
- Plan Start Date**: Mar 11 2019 (calendar icon)
- Plan End Date**: Mar 11 2019 (calendar icon)
- Create lesson per day**:
- Share Lesson**:
- Share Lesson with Teacher(s)**: [Empty text field]
- Share Attachment(s)**:
- Do not display in gradebook**:
- Curriculum GLE(s)**: [Empty text field]
- Core Standard(s)**: [Empty text field]
- Prerequisite(s)**: [Empty text field]
- Objective(s)**: [Empty text field]
- Template**: [Empty text field]
- Lessons**: [Empty text field]
- Homework**: [Empty text field]
- Modification(s)**: [Empty text field]
- Instructional Methods**: [Empty text field]
- Eval/Assessment**: [Empty text field]
- Assignment** (Section):
  - Category**: [Empty text field]
  - Designate Unit Test**:
  - Grade Post Type**: NUMERICAL GRADE (dropdown)
  - Weight**: [Empty text field]
  - Maximum Value**: 0
  - Bonus Points**: 0
  - Date Due**: Mar 11 2019 (calendar icon)

- Click in the field to the right of "Curriculum Unit:" and select the Unit to be taught with the lesson. Click "OK".
  - A list of activities that go along with the unit will appear after clicking ok. Select the activities to be taught with the lesson.
  - Click "OK".
  - A list of GLE's associated with the Unit will appear. Select the GLE's to be taught with the lesson.
  - At the bottom of GLE selection page is two options. Simply click "OK" to move to the next area or click Append to Objectives to append the GLE's selected to the Objectives area.
- **Core Standards:**
    - 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. Currently there are standards only for English Language Arts and Mathematics. Science and Social Studies will be added as they become available.
    - 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.
    - Each Content Area is further divided into one or more Domains.
    - 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.
    - 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.
    - The selected standard(s) will appear at the bottom of the screen.
    - 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.
    - To save the selected standards, click the Submit button at the bottom right of the window.
    - The standards selection window goes away. The Lesson window will be on the screen with the selected standards listed in the Core Standards field.
  - **Prerequisites:** List the topics that are needed prior to teaching the new lesson.
  - **Objective:** Fill in any objectives for the lesson in addition to any you chose to Append to the Objectives.
  - **Template:** Your district can design a template by an administrator using the 700 access. Go to Tools, choose Create/Edit Template, then simply type or copy and paste your information into the text area, name the template and save.
  - **Lesson:** To the right you can fill in the lesson information or any additional information needed.
  - **Homework:** Make note of any homework given in the field to the right of homework.
  - **Modifications:** If any student(s) have special needs, fill in that information to the right of modifications.
  - **Instructional Methods:** Click to the right in the field and a box will appear listing the different types of instructional methods. Select all that are appropriate and click "OK".
  - **Eval/Assessment:** Click to the right in the field and a box will appear listing the different types of evaluation and assessment methods. Select all that are appropriate and click "OK".
  - If all information is correct, click on "**Save**". If you would like to copy this lesson plan/assignment to other sections, click on "Copy" at the top of the screen, then choose the sections where you want to copy the sections to. When saving or copying a lesson plan, the **Lesson Editor** will now stay open to make it easier to create multiple lessons. Click **Reset** at the top of the **Lesson Editor** to start a new lesson plan.

**Note:** You can create a lesson plan for the next school year while in the current year. But, to view the next year lesson plan, you must go back to the set-up box and change to the following school year. There must be a sponsor site, calendar and Master Schedule Editor created and students for the following school year. You cannot make a lesson plan span from school year to the next school year.

**NOTE:** The name of the course will display in bold print for the daily lesson plan and for the weekly plans. Also, if there are **attachments**, there will be a paper clip icon to the left of the **Course Name**.



Tabs on the top right of the screen:

- **Day** will show daily lessons. The arrow or calendar will change the date by the day each time it is clicked. On the **Day** tab, the lesson summary will display the class period, course name, and lesson name.
- **Week** will show weekly lessons. The arrow or calendar will change the date by the week each time the arrow is clicked, or the calendar is changed by the user. On the **Week** tab, the lesson summary will display the class period, course name, and lesson name.
- **Month** is chosen from the calendar located on the left side of the screen under the icons will show monthly lessons. The arrow or calendar will change the date by the month each time the arrow is clicked, or the calendar is changed by the user. On the **Month** tab, if there are more lessons than can fit in a date, click on the **More** option to view the additional lesson.

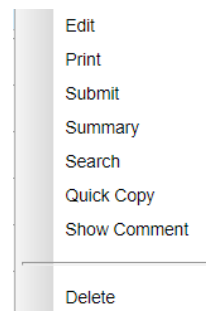
**NOTE:**

- When viewing the Day or Weekly tab, a user can now Zoom In to view an expanded display of their lessons or Zoom Out to return to the default view of lessons.
- On the Day, Week, or Month tab, a user can now click on any holiday event to view additional information.

**Submitting a Lesson Plan**

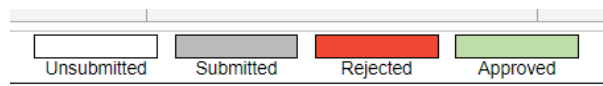
Once a user has completed all their lesson plans for the period of time required by the administration, click the **Submit** button at the top of the page. You can also **Submit** one lesson plan at a time by left clicking on the lesson plan, and then choosing "Submit" from the options. You will notice that the headers of each lesson change to a gray color indicating a submitted status. The right click menu also allows you to edit, print, see a summary, quick copy, show comment or delete individual lesson plans.

Note: If a lesson is changed after clicking "Submit", the status of the lesson will revert to a color of white, indicating "Unsubmitted" status. Be sure to re-submit the changed lesson by clicking the "Submit" button again.



**Color Codes for Lesson(s)**

- White-Unsubmitted lesson(s)
- Gray-Submitted lesson(s)
- Red-Rejected lesson(s)
- Green-Approved lesson(s)



## Comments in Lesson Plans

The user can view the administrator's comments in the lesson plans by using this feature.

1. Choose **Tools** and **Lesson Plans with Comments**.
2. A setup box will appear.
  - **Year** - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.
  - **District** - Default value is based on security settings. The user will be limited to that district only.
  - **School** - Default value is based on your security settings. If the user is assigned to a school, the school default value will be your school site code. The user will not be able to change this value.
  - **From Date** and **To Date** - A set of dates that limits the selection of records for the report to a beginning date (from) and an ending date (to) range.
3. **OK** - Click to continue.
4. The user can view the administrator's comments in the lesson plans with date and time.
  - **Teacher** - Teacher name
  - **Section** - Section number for the course
  - **Section Name** - Name of the section/course
  - **Lesson Name** - Name of the lesson plan
  - **Sign Off Timestamp** - Date and time when the comment was signed off on in the lesson plan
  - **Comment** - Sign off comment usually written by the administrator
5. **Print** - This will allow the user to print the report.

**Copy Lessons, from the Tools menu, will allow a user to copy lesson plans from one class to other classes.**

1. Click on menu **Tools** and then click on **Copy Lessons**.
2. Click **Next**.
3. A list of lesson plans available to copy will appear in the **Lessons and Assignments** window. Select the lesson plans to copy.

**Note:** When a teacher moves from one school to another, they can choose their lesson plans from the previous school in the previous year to the new school in the new year. The user will see these in the list.
4. Click **Next** to move to the next screen or click **Back** to go to the previous window to select a different year and section.
5. In the **Copy Lesson** window, the lesson that was selected to copy will be listed.
  - Check **Create lesson per day:** only if a lesson is taught more than one day and each day is considered an independent lesson plan.
    - For example: A history teacher is covering Julius Caesar. The lesson will last a week, but each day is a different topic about Julius Caesar. So, the teacher copies a lesson plan about Julius Caesar from a previous class and/or year and, by using the **Create lesson per day:** feature, creates individual lessons per day over the course of the week, making minor adjustments to each day.
6. Click in the cell(s) under **Copy to Section** to select the section to copy the lesson plan to and it will appear in that column.
7. For teachers assigned to multiple schools, choose more schools from the **school** column where the same lesson will be taught.
8. Click in the cells under **Plan Start Date** and **Plan End Date** to make adjustments to when the lesson will begin and end.
9. Click **Copy** to complete the process.

**Quick Copy, from the Single Lesson menu, will also allow a user to copy lesson plans from one class to other classes.**

1. Left click on a lesson plan and select **Quick Copy**.
2. In the **Copy Lesson** window, the lesson selected to copy will be listed.
3. Check **Create lesson per day**: only if a lesson is taught more than one day and each day is considered an independent lesson plan.
  - For example: A history teacher is covering Julius Caesar. The lesson will last a week, but each day is a different topic about Julius Caesar. So, the teacher copies a lesson plan about Julius Caesar from a previous class and/or year and, by using the **Create lesson per day** feature, creates individual lessons per day over the course of the week, making minor adjustments to each day.
4. Click in the cell under **Copy to Section** to select the section(s) to copy the lesson plan to.
5. For teachers assigned to multiple schools, choose more schools from the **school** column where the same lesson will be taught.
6. Click in the cells under **Plan Start Date** and **Plan End Date** to make adjustments for when the lesson will begin and end.
7. Click **Copy** to complete the process.

### **Adding an Attachment to a Lesson**

1. Click on the **paper clip** to attach a file.
2. The Add Attachments window will appear. At the bottom, click the **Add** button.
3. A **Drive** window will appear.
4. Choose the document to upload by clicking on the document. The user will now see a **new row** with the chosen attachment.
5. The attachment icon (paper clip) will turn blue. The attachment icon at the top will display all attachments associated with the lesson while the attachment icons to the left of **Instruction Methods** and **Eval/Assessment** will only show attachments.
6. **X** out of the **Add attachment** window.
7. There will now be an attachment icon on the lesson plan. If the user added an attachment to an existing lesson plan, then click on the **Refresh** button at the top to see the icon.
8. The lesson editor window will remember the user's selections (Create lesson per day, Share Lesson, Share Lesson with Teacher(s), and Modifications) for the next time they create a lesson for the selected section.

### **Editing an Attachment**

1. Click on a lesson plan with an icon to see the menu and choose **Edit Attachment**.
2. Click on the red square to **delete** the attachment.
3. Click on **Add** to add additional files.
4. **X** out of the **Add attachment** window.

### **Student Progress Center**

Attachments in Lesson Book can be viewed on the Student Progress Center.

- In the SPC calendar, click on the **Lesson Plan**. At the bottom of the pop-up screen, click on the button **Attachments** and you will see the attachment in another pop-up window.
- Attachment(s) in the gradebook can also be viewed on SPC.

# Lesson Plan Review

This report will allow for viewing of teacher's lesson plans. There must be students scheduled in the course before the lesson plan will show on the Lesson Plan Review. Also, the teacher cannot be "Denied" in Grading Period Locks.

## Setup Options

**Year** - The Year defaults to the current school year but can be changed by selecting a different year from the drop-down list.

**District** - Default value is based on the user's security settings. It will be limited to their district only.

**School** - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.

**Grades** - Grade level of the lesson plans.

**Content Area** - Choose between the transcript courses or choose all content areas.

**From Date** and **To Date** - Choose the **From** and **To** date for the time span of lesson plans that you want to view.

**OK** - Click to continue.

## Main

## Column Headers

**District** - The Sponsor Code for the educational agency.

**School** - The school site code for educational agency.

**Teacher** - The name of the teacher.

**Course** - The name of the course.

**CA** - Content Area is the transcript content area of curriculum.

**GD** - The grade level of the curriculum.

## Bottom



Choose a teacher from the left side of the screen, then choose a tab.

**Lessons** - Click on this tab to give administrators a concise view of teacher's lesson plans. An administrator can left click on an individual lesson and Approve or Reject the teachers lesson plan. The Sign Off button allows administrators to mass sign off on all non-rejected lessons.

**Monday-Friday** - Click on these tabs to see the lesson plans by specific day.

**Week** - Click on this tab to see the lesson plans by week.

**Year** - Click on this tab to see the lesson plans for the entire year.

**Past Due** - Click on this tab to see the lesson plans by past due date.

**Due** - Click on this tab to see the lesson plans by due date.



**Sign Off** - In conjunction with the lessons tab, the Sign Off button allows administrators to mass sign off on all non-rejected lessons.

# Teacher Web Pages

This Page tab was designed to give a user the ability to create web pages for courses, sports, clubs, etc.

## Main

## Top - Designer Mode

At the top of the Gradebook, verify the **Year**, **District**, **School** and **Teacher**. Select the course, activity, or group for which to design a Page.

**Preview** - Click to enter **Preview** mode to view any changes made to the page.

**Page Settings** - Click to edit background color, portlet border, board color, etc.

**Show Portlets** - Click to display the available portlets to add to the page.

**Copy** - Click to copy the current page to another course, club, sport or group.

**Save** - Click to save changes to the current page.

**Help** - Click to view help documentation.

## Top - Preview Mode

At the top of the Gradebook, verify the **Year**, **District**, **School** and **Teacher**. Select the course, activity or group for which to design a Page.

**Designer** - Click to enter **Designer** mode to make changes to the page such as add portlets, change background colors, add borders, etc.

**Save** - Click to save changes to the current page.

**Help** - Click to view help documentation.



## Bottom



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

**Lessons** - Teachers can create their lesson plans, submit them to administrators, share them with other teachers and more.

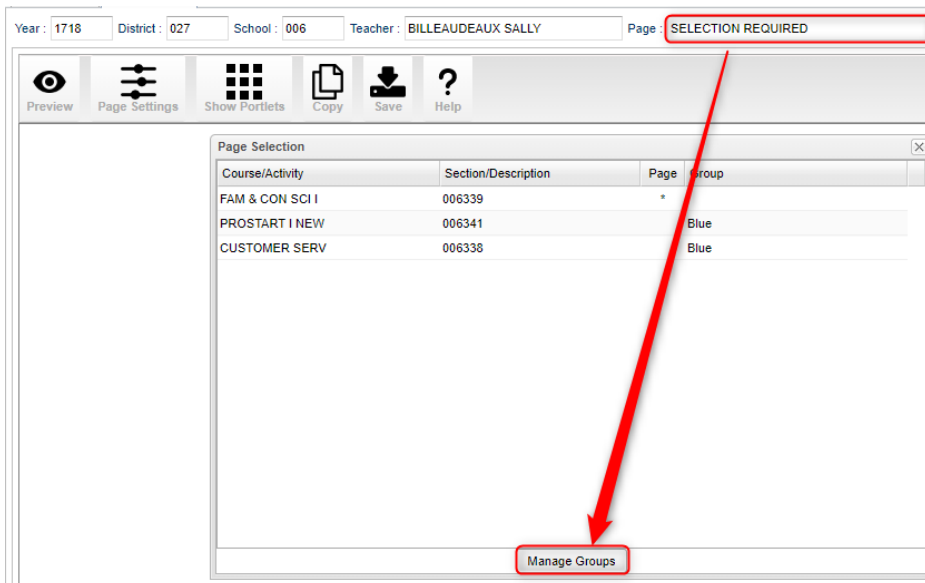
**Pages** (Current Page) - Teachers can create a personalized web page where they can post events on a calendar, post updates on a message board and more.

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

## How to Create Groups

**Grouping together courses and/or activities will give the user the ability to create one Page for more than one course/activity.**

1. When in the **Page Selection** area, click the button at the bottom called **Manage Groups**.



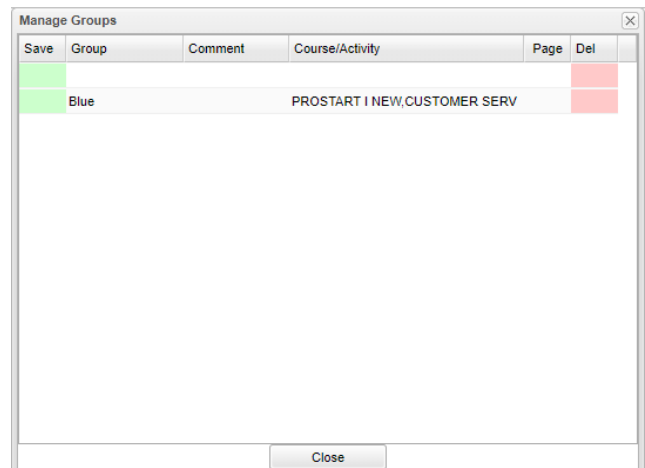
2. On the top blank line, click in the cell below the column header **Group** and enter a name of a group.

- For example, if you have multiple sections of Algebra I, name the group Algebra I. Then you will only need to create one Page for all the Algebra I classes.

3. Click in the blank cell below the header **Comment** to add any notes about the group. (**Comment** is not a required field.)
4. Click in the blank cell below the header **Course/Activity** to select all courses and/or activities that will be a part of this group.
5. Click the green **Save** cell on the left.

- Note: Any page that has already been saved for a course/activity will be deleted once added and saved to a group.

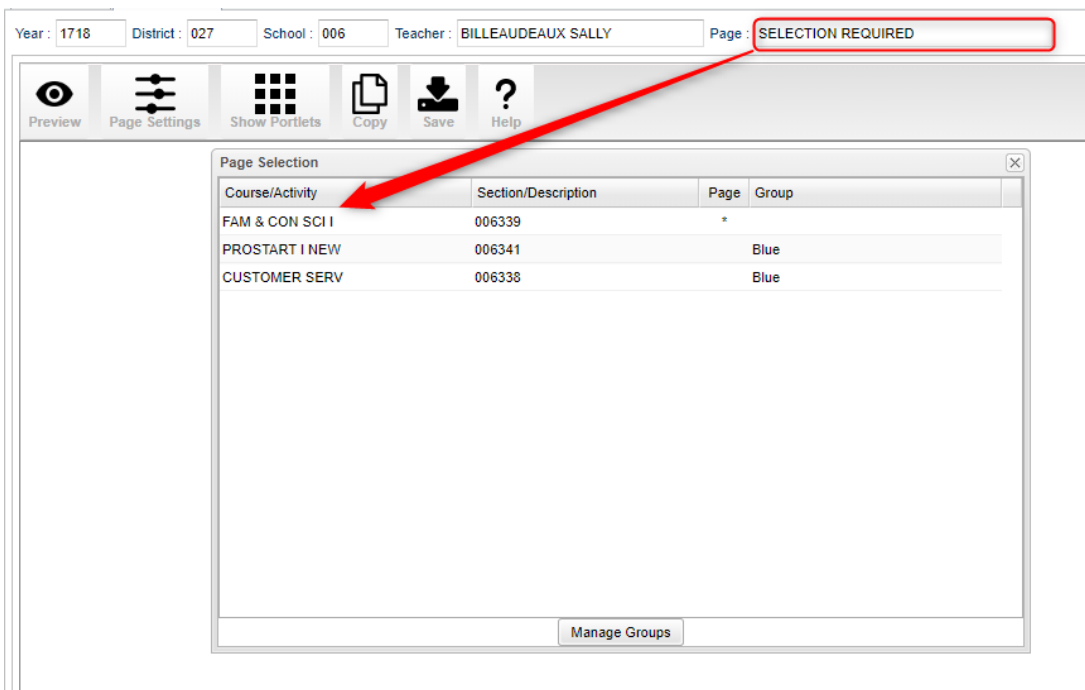
6. Repeat steps 2 - 5 until all groups have been created.



## How to Create a Page

This section will show the user how to create a Page that will enhance communication with students and parents.

Select the course, activity, or group for which to create a page from the **Page Selection** menu.



The screen will appear in **Designer** mode. Click to toggle between the **Designer** and **Preview** mode. **Preview** allows the user to view their work and **Designer** allows the user to edit their page.

## Page Settings

To begin, click on the Page Settings icon at the top to set the background color, border, border size, etc.

**Title** - Title give to the page by the user.

**Background Color** - The color the user will see and between the portlets on the screen.

**Border Width** - The width, in pixels, of the around the page.

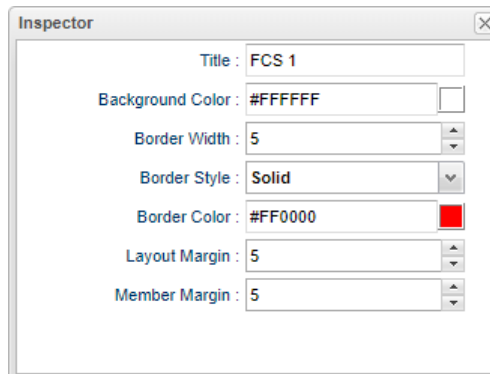
**Border Style** - The type of border around the (Solid line, Dotted line, Dashed line, etc.).

**Border Color** - The color of the border around page.

**Layout Margin** - The number of pixels between border and the edge of the page.

**Member Margin** - The number of pixels between of the page and the portlets.

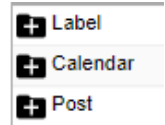
*Note - Each portlet has a page setting option to give the user the ability to add borders and adjust the background color of the portlet*



behind  
border  
page  
the  
the  
the edge

Note: This step is optional. Backgrounds and borders are not required to save a page.

## Portlets



Click the Show Portlets icon to open a pane on the left. Click on the portlet to add to the page.

**Label** - Add any text or image to help share information, about the course/activity or teacher, to students and parents.

1. To add text, click in the white space of the portlet and a text editor will appear.
2. You can also copy and paste text or images to this section.
3. When finished, click the save icon in the upper left of the text editor.

**Calendar** - Displays a calendar on the page that will show students and parents when assignments, lessons, and events occur.

1. To add an event to the calendar, click the plus (+) sign icon in the upper left of the **Calendar** portlet.
2. Enter the date/time range for the event.
3. Select the **Type** of event.
  - **Event**
  - **Sport**
  - **Birthday**
  - **Meeting**
4. Enter any information about the event in the text area.
5. When finished, click the save icon in the upper left corner.

**Post** - Gives a teacher the ability to send messages and attachments to students and parents.

1. To add a post, click the plus (+) sign icon in the upper left of the **Post** portlet.
2. On the first line, where the words **Set Title** are, enter a title of the post.
3. Enter the post in the text area.
4. Click the **links** icon at the bottom to add any hyperlinks into the text area.
5. Click on the **Attachments** icon at the bottom of the screen to add any documents for students and/or parents to the post.
6. When finished, click the save icon in the upper left.
7. If more than one portlet has been added, click and hold on the header bar to adjust the location of the portlets. As the portlet is being dragged, a line will appear above, below, or to the right or left of an existing portlet to help show where the portlet will be placed when the mouse button has been released.
8. On the header bar of each portlet is a Page Settings icon to set background color, border, border size, etc. within each portlet. An X is available as well to remove a portlet.
9. Click the **Save** icon at the top of the page when finished.