



Attendance Overview

To Enter Attendance

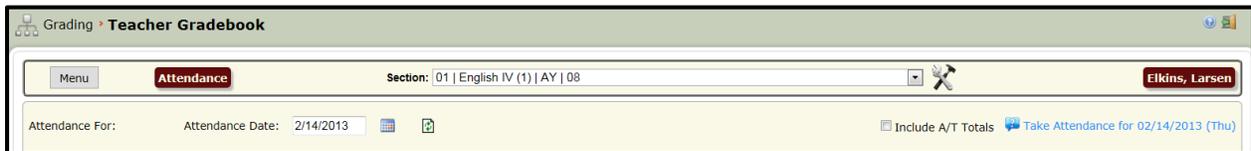
District/School Policy determines the default attendance code assigned to the Teacher Gradebook. If every student is Present, teachers **must** click the Save button for attendance to be recorded.

- **Grading > Teacher Gradebook > Menu > Attendance**

To Enter Attendance

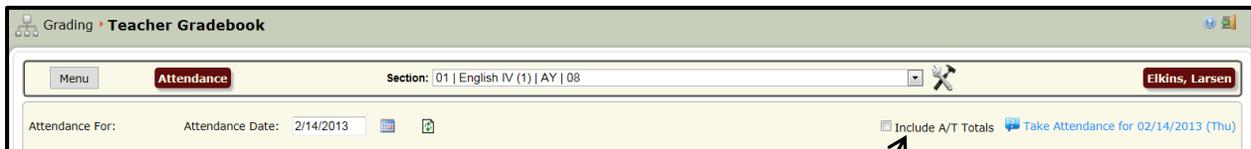
Select the Course/Section and Date. Click Take Attendance for

Excused Status entry rights are determined by District/School policy. Comments are for teachers only view.



To Show Previous Attendance and Tardies

Click Include A/T Totals. These totals are Absences/Tardies for the selected Term only.



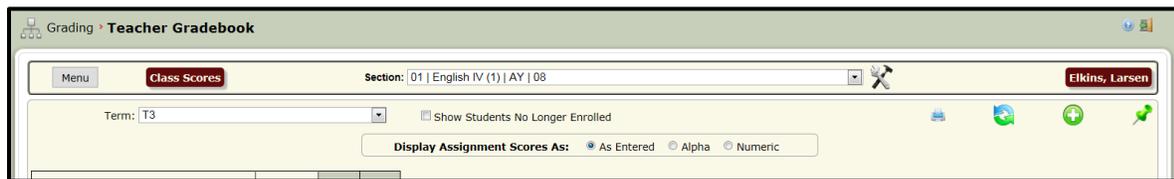


Class Scores Overview

The Class Scores page displays all assignments given in a Course/Section as well as the Running Average for the Section/Course. Assignments can be created, edited, deleted, and posted through the Class Scores page.

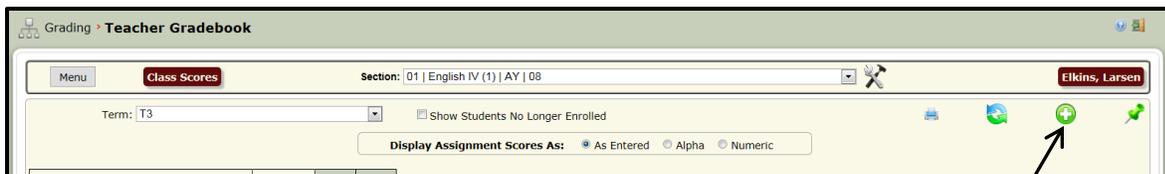
Class Scores may be displayed As Entered, Alphabetically, or Numerically.

- **Grading > Teacher Gradebook > Menu > Class Scores**



To Create an Assignment:

Select the Course/Section and Term. Click Create Assignment icon (Plus Sign). If Grades are to be entered for students no longer enrolled, click Show Student No Longer Enrolled.



The Assignment Details page will appear.

- **Select the Term.**
- **Select the Assignment Type.** The values in the Assignment Type drop down are from the assigned Grading Template. The Grading Template for the selected class may be viewed on the setup tab. (See the setup tab documentation for additional information.)
- **Enter the Date.** The date may be entered in the format of MM/DD/YYYY or MMDDYYYY or selected from the calendar using the calendar icon. The date of the Assignment must be within the selected term.
- **Enter a Title for the Assignment.** The Title is printed on various reports so try to be as descriptive as possible. The maximum length is 32 characters.
- **Enter the Grade Weight.** The Grade Weight will be 1.0 for most Assignments, but can be changed to weight the grade more or less than other Assignments. If a grade is to be counted twice, then a grade weight of 2.0 should be entered.
- **Enter the Passing Score.** Passing Score is a display field and is not used to determine if the scores are passing or failing scores for reporting purposes.
- **Enter the Possible Points.** Possible Points is the value considered to be a perfect score for the assignment. The value entered in the Possible Points for each assignment is used to calculate the total possible points when calculating the average. Possible Points are irrelevant for Assignments marked as Extra Credit.
- **Enter the Bonus Points.** Bonus Points are the number of points that might be earned above the perfect score. Bonus Points increase the allowed highest grade for an assignment and are not automatically added to a student's grade. Bonus Points add to the possible points allowed in the assignment without changing the possible points. (See the Bonus Points documentation for additional information.)
- **Enter the Default Score (optional).** The grade entered as the default grade will be assigned to every student when the assignment is created. If the majority of the students have the same score on the assignment, it will save time to enter the common score as the default grade and change the exceptions.
- **Enter the Default Comment (optional).** This is for teacher viewing only. The comment entered as the default comment will be assigned to every student when the assignment is created, if no Comment already exists.

- **Enter Comments (optional).** This is for teacher viewing only. Comments concern the Assignment, not students' grades. Comments do not appear on any report.
- **Do Not Factor in Term Grade.** Check if this assignment is not to be included in the average.
- **Extra Credit.** If an Assignment is marked Extra Credit, the Possible Points for this assignment will not be added to the total possible points. (See the Extra Credit documentation for additional information.)
- **Display within Active Parent.** Assignment will display in ActiveParent.
- **Display within Active Student.** Assignment will display in ActiveStudent.
- **Copy This Assignment.** To copy the Assignment to other classes, click this link. Check the Sections/Courses to which you wish to copy the assignment, and click Copy Assignment into Selected Sections.

[\[Close Window / Cancel\]](#)

Copy this Assignment to the following Sections:

- 02 | Sociology (2) | S2 | 08
- 03 | Planning (02) | AY | 08
- 04 | English IV (4) | AY | 08
- 05 | English IV (5) | AY | 08
- 06 | English IV (6) | AY | 08
- 07 | World Religions (01) | AY | 08

(Assignment will be copied when the user Creates/Updates this Assignment.)

- **Enter Class Scores.** Use the tab key to Tab from cell to cell. The highest score that may be entered is the sum of the Possible Points and Bonus Points. For example, if a grade of 100 was entered for Possible Points and a grade 5 was entered for Bonus Points, the highest score that can be entered is 105.

The following values are grades defined by the system:

<u>Grade</u>	<u>Description</u>	<u>Value when averaging</u>
XPE	Exempt Prior to Enrollment	Not calculated into average
XAW	Exempt After Withdrawal	Not calculated into average
X	Exempt	Not calculated into average
NG	No Grade	Zero
I	Incomplete	Zero
NM	No Mark	Not calculated into average

- **Comment (optional).** This is for teacher viewing only. Comments do not appear on any report.
- **Validate Scores.** Ensures that all scores are valid.
- **Create Assignment.** Click to complete the assignment. Validation of scores is also done at this time to ensure that all scores are valid.

Upon returning to the Class Scores page you may print by choosing the **Print** icon.

By clicking on the Student Name on the Class Scores page, the user will be directed to the Student Page in the Teacher Gradebook.

Assignments are listed in chronological order on the Class Scores page. Several assignment options may be displayed by hovering the mouse over the Assignment:

- Title
- Assignment Type
- Assignment Date
- Assignment Weight
- Passing Score
- Possible Points
- Display in ActiveParent
- Display in ActiveStudent

If a teacher has chosen an Assignment to be an Extra Credit Assignment, Extra Credit will be displayed. If a teacher has chosen to drop a highest and/or lowest grade, the dropped grade displays with a Strike-Through of the Score on the Class Scores page.

To Edit an Assignment:

Click once in the gray title area of the assignment. The Assignment details will appear. Correct the Assignment and click Update Assignment.

The screenshot displays the 'Teacher Gradebook' interface. At the top, it shows 'Grading' and 'Teacher Gradebook' with a user name 'Elkins, Larsen'. Below this is a navigation bar with 'Menu' and 'Assignments' tabs, and a section identifier '01 | English IV (1) | AY | 08'. Action buttons include 'Update Assignment', 'Delete Assignment', and 'Cancel'. The main area is split into two panels: 'Assignment Details' and 'Student Grades'. The 'Assignment Details' panel shows fields for Term (T3), Type (Pop-Quiz), Date (2/13/2013), and Title (Pop test). The 'Student Grades' panel contains a table with columns for Student Name, Score, and Comment.

Student Name	Score	Comment
Austin, Jolee Quetez	87	
Boyd, Brenda	98	
Brown, Shelby Clark	89	
Craig, Tashia Labarron	87	

To Delete an Assignment:

Click once in the gray title area of the assignment. The Assignment details will appear. Correct the Assignment and click Delete Assignment.

Student Name	Score	Comment
Austin, Jolee Quetez	87	
Boyd, Brenda	98	
Brown, Shelby Clark	89	
Craig, Tashia Labaron	87	

To Post Scores:

Class Scores must be posted from the Teacher Gradebook so that grades are displayed on the grades tab in the student folder and are available to be printed on reports. Posting also calculates Semester and Final averages.

Select the Course/Section and Term. Click Post Grades icon (Pin Tack).



The Quick Post Student Grades window will appear.

Select the Section/Course and Term to post.

Select the group to post. (Grades for withdrawn students do not post by default. If grades are to be posted for withdrawn students in the selected class and selected term, check Include Inactive Students.)

NOTE: Mid-Terms will display here for posting, if Mid-Terms have been setup by your school.

Click Generate Report (optional).

Click Post.

Generate Report

Quick Post Student Grades

Gradebook: 01 | English IV (1) | AY | 08

Post to Term: T3

Include Inactive Students

All Students (in selected Gradebook)

ADA Grade: 9th

Chrono Grade: Pre-Kindergarten

Selected Students

Filter Group: Adolescent Offender

Student Activity: Golf Team

Single Student: Austin, Jolee Quetez - 245321408 (15)

Generate Report

When the posting is successful, a message will appear on the Quick Post Student Grades window. Close the window.

(If a Report has been generated, the message below will not appear. Close the Report.)

NOTE: You may post more than one Section/Course from this window.

Successful Post!
15 Students Posted.

Generate Report Post

Quick Post Student Grades

Gradebook: 01 | English IV (1) | AY | 08

Post to Term T3

Post Which Students?

Include Inactive Students

All Students (in selected Gradebook)

ADA Grade 9th

Chrono Grade Pre-Kindergarten

Selected Students

Filter Group Adolescent Offender

Student Activity Golf Team

Single Student Austin, Jolee Quetez - 245321408 (15)

Generate Report Post

NOTES:

- It is not necessary to post grades every time a grade is entered on the grades tab. Grades must only be posted at the end of the term unless instructed to do otherwise by administration in the school or district.
- If grades are entered or edited after posting term grades, grades must be reposted.



Conduct Overview

Assign Conduct Grades

Conduct Grade Codes can only be created and controlled at the District and School level. Teachers will never be able to modify the Conduct Grade Codes.

- **Grading > Teacher Gradebook > Menu > Conduct**

To Assign a Conduct Grade

Select the Course/Section. Select the Conduct Grade Code from the drop-down box on all students and click Save Class Conduct.

The screenshot shows the 'Teacher Gradebook' interface. At the top, there is a 'Menu' button and a 'Conduct' button. The 'Section' is set to '02 | Psychology (01) | S1 | 08'. The 'Term' is 'T1'. The 'Assign Conduct Grade' dropdown is set to 'Not Selected (None)'. There are buttons for 'Save Class Conduct' and 'Cancel (Revert Changes)'. Below this is a table with the following data:

Student Name	Student ID	ADA Grade	Conduct Grade
Bell, Tyrone Seth	985029995	12	Not Selected (None)
Bilbro, Jydarius	050165796	11	Not Selected (None)
Davis, Katrice	330494459	12	Not Selected (None)
Foreman, Dequon Isiah	368597974	10	Not Selected (None)
Gomez Silvestre, Brianna Jamal	784508985	11	Not Selected (None)

To Assign the Same Conduct Grade on All Students

If the majority of the students have the same Conduct Grade, it will save time to enter the Conduct Grade as the default grade and change the exceptions.

Select the Course/Section. Select the Conduct Grade Code from the Assign Conduct Grade box and click Set All Student to this Conduct.

Change Exceptions.

Click Save Class Conduct.



Homework Overview

Creating Homework

The Homework section of the Teacher Gradebook is used for display purposes in Active Parent and/or Active Student. It is a District and/or School decision to display Homework in Active Parent and/or Active Student.

- **Grading > Teacher Gradebook > Menu > Homework**

To Create a Homework Assignment

Select the Course/Section, Term, and click Add Homework.

The screenshot shows the 'Grading > Teacher Gradebook' interface. At the top, there are 'Menu' and 'Homework' buttons. The 'Section' dropdown is set to '02 | Psychology (01) | S1 | 08' and the user is 'Elkins, Larsen'. Below this, it says '0 Homework Entries Displayed'. There are links for 'Selected Gradebook's Homework Report' and 'Add Homework'. A 'Term' dropdown is set to 'T1'.

Enter the Title, Date Due, Display Begin Date, and Display End Date.
Click Content and enter the Homework information and click Close.
To copy the assignment to other courses/sections place a checkmark beside the class listed.
Click Add.

The 'Add Homework' dialog box has the following fields:
Title: [Text Input]
Due: 02/14/2013 [Calendar Icon]
Display Begin: 02/14/2013 [Calendar Icon]
Content: [Content Input]
Display End: 02/14/2013 [Calendar Icon]
Below these fields is a section titled 'Copy Homework To The Following Gradebooks:' with a list of checkboxes and course names:
 Elkins, Larsen | 01 | English IV (1) | AY | 08
 Elkins, Larsen | 03 | Planning (02) | AY | 08
 Elkins, Larsen | 04 | English IV (4) | AY | 08
 Elkins, Larsen | 05 | English IV (5) | AY | 08
 Elkins, Larsen | 06 | English IV (6) | AY | 08
 Elkins, Larsen | 07 | World Religions (01) | AY | 08
At the bottom right are 'Add' and 'Cancel' buttons.



Roster Tab Overview

The following information is displayed on the Roster Tab for the Section/Course selected in the drop down:

Student Name
Current Date Birthdays
Active Flag
Student ID
ADA Grade Level
Class Comments

- **Grading > Teacher Gradebook > Menu > Roster**

Student Name	ActiveFlag	Student ID	ADA Grade	Class Comments
Austin, Jolee Quetez		245321408	12	[...] - RC
Boyd, Brenda	✓	847355551	12	[Add]
Brown, Shelby Clark	✓	879682103	12	[Add]
Craig, Tashia Lahawn	✓	721469631	12	[Add]
Davis, Katrice	✓	265311998	12	[Add]
Martin, Devon Suzanne	✓	164045527	12	[Add]

Heading Information

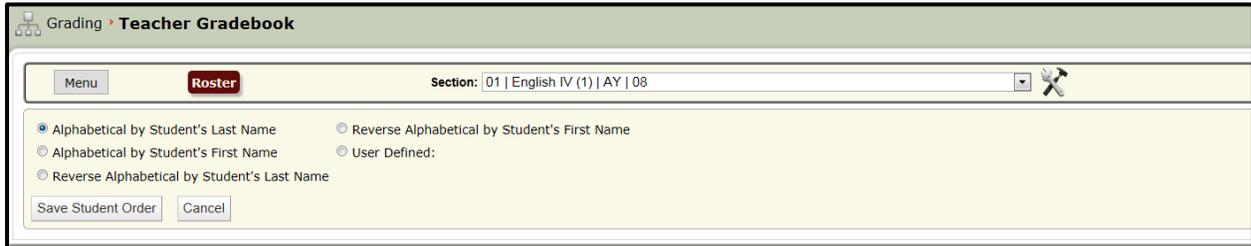
- The number of students currently enrolled in the Section/Course will be displayed.
- The students no longer enrolled in the course can be displayed by checking this box.
- Reorder Students allows the teacher to reorder the listing of the students.

To Reorder Students:

Select the Section/Course in drop-down. Click on Reorder Students



Select the order of preference to list students and click Save Student Order.



Student Name

If the teacher accessing the Teacher Gradebook has rights to the enrollment module, the student names will display as a blue link allowing the teacher to view the student folder by clicking the student name. If rights to the enrollment module are not assigned to the teacher, the student names will display as black text and will not link to the student folder.

A birthday cake will display beside the student's name if the current date is the student's date of birth.

ActiveFlag

A checkmark will display beside any student containing ActiveFlag information in the student folder. Users can display details of Active Flag information by hovering the mouse over the Active Flag checkmark.

Class Comments

To Add Class Comments:

Click Add

Student Name	ActiveFlag	Student ID	ADA Grade	Class Comments
Austin, Jolee Quetez		245321408	12	[Add]

Enter the Comment and click Save. The Comment is not Term specific.

If you would like for the Comment to display on the Report Card, click Display on Report Card.

NOTE: Displaying of Comments on Report Cards is a School decision when printing Report Cards from the Administrative Office.

[\[Close Window\]](#)

Austin, Jolee Quetez

Comment:

Display On Report Card [Clear Comments](#)

This Comment is not Term Specific.

The Comment column will display an ellipsis (...) if a Comment has been entered on a Student.

The Comment column will display an RC ("RC") if the Comment has been marked to Display on Report Card.

15 Students Currently Displayed Show Students No Longer Enrolled [Reorder Students](#)

Student Name	ActiveFlag	Student ID	ADA Grade	Class Comments
Austin, Jolee Quetez		245321408	12	[...] - RC





Seating Chart Overview

Creating a Seating Chart

Seating Charts are highly flexible and allow many levels of control by the teacher to design and create Seating Charts.

- **Grading > Teacher Gradebook > Menu > Seating Charts**

To Create a Seating Chart

Select the Course/Section and click Create.

Grading > Teacher Gradebook

Menu Seating Chart Section: 02 | Psychology (01) | S1 | 08 Elkins, Larsen

No Seating Chart Assigned Create

Select the correct Properties and Seat Assignment and click Create Seating Chart.

Room Properties

- Based on Room Properties, the Type of Room Layout to assign may be selected.
- Based on the Type of Room Layout chosen, a Seating Type is selected.

Standard or Horseshoe Layout Properties

- Based on Standard or Horseshoe Layout Properties, the Number of Columns and Rows to assign may be selected.

Seat Assignment

- Seats may be assigned alphabetically, randomly, or manually.
- Seats may be assigned by Column or by Row.

Grading > Teacher Gradebook

Menu Seating Chart Section: 02 | Psychology (01) | S1 | 08 Elkins, Larsen

Class Information
Class 02 | Psychology (01)
Building A
Room 30
Student Count 15

Room Properties
Room Layout Please Choose
Seating Type Please Choose

Seat Assignment
Assign Seat Please Choose Please Choose

Create Seating Chart Cancel

Student Pictures

- Pictures of Students, if uploaded into SAM, will display on the Seating Chart once it has been created.

Editing of Seating Charts

- Seats may be edited once a Seating Chart has been assigned.

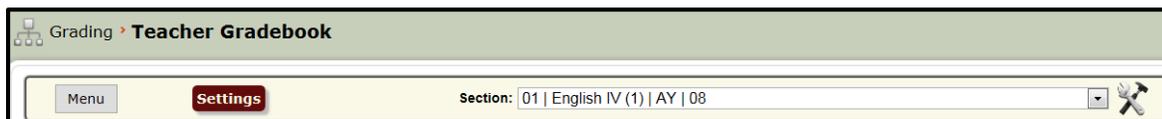
After being created the Seating Chart may be printed by clicking the **Print** icon.



Settings Instructions

Teacher Gradebook Settings allow each teacher to select default settings for the Teacher Gradebook.

- **Grading > Teacher Gradebook >** 



Default Gradebook (Class) Selection:

This section allows the teacher to set the class and page to be displayed when the Teacher Gradebook section is selected from the menu.

Click the desired option.

Default Gradebook (Class) Selection

No Automatic Selection
 Automatically open current period's class
 Always open the following class

Display only Active Gradebooks. This will limit the Classes loaded at the top of the Gradebook to only Classes for the current term.

Default Menu Selection:

This section allows the teacher to select the page to be displayed when the Teacher Gradebook is opened. The page used most frequently should be selected as the default value.

Select the desired option.

Default Menu Selection

Roster

Grades Display:

This section allows the teacher to select the number of decimals to be displayed in the Teacher Gradebook. This displays only in the Teacher Gradebook. It does not display in any report, nor does it affect the calculation of the term average.

It also allows the teacher to set an option to display assignments within the Class Scores page in ascending or descending order based on the assignment's date.

Select the desired options.

Grades Display Round all grades to <input type="text" value="0"/> decimal places. This will not affect the calculation of the term average, just the displaying of the grade in your gradebook. Display Assignments on the Class Scores page in <input type="radio"/> Ascending <input checked="" type="radio"/> Descending order.

Assignment Defaults:

This section allows the teacher to enter the default values to display when a new assignment is created. The values used for most assignments should be entered as the default values.

Type and select the desired options.

Assignment Defaults Passing Score: <input type="text" value="64"/> Reset Passing Score to Policy Default. Possible Points: <input type="text" value="100"/> Bonus Points: <input type="text" value="0"/> Default Grade: <input type="text" value="NM"/>
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Colors:

This section allows the teacher to set the colors of grades to be displayed on the Class Scores page. Type the desired grade value in the text field and select the corresponding color in the color grid.

Colors <p>(This text represents an example of why to choose a color that gives high contrast.)</p>
Display Numeric Grades Less Than or Equal To: <input type="text"/> In  <input type="text"/> (example)
Display Numeric Grades Greater Than or Equal To: <input type="text"/> In  <input type="text"/> (example)
Display Alpha Grades Equal To: <input type="text"/> In  <input type="text"/> (example)
Display Alpha Grades Equal To: <input type="text"/> In  <input type="text"/> (example)
Display Alpha Grades Equal To: <input type="text"/> In  <input type="text"/> (example)

Once all default values have been selected click the **Save** button.



Setup Instructions

Several processes may be validated within the Teacher Gradebook Setup Page. The Grading and Scoring Policies may be displayed. Teachers may choose to drop the Highest and/or Lowest grade of an Assignment Type for students, as well as specify a color for an Assignment Type. The Calculated Percent may be displayed for each Assignment Type.

The Setup page is Section specific.

- **Grading > Teacher Gradebook > Menu > Setup**

Grading > **Teacher Gradebook**

Menu **Setup** Section: 01 | ENG 2 (001) | AY | 28

View Policy **District/School Policy Settings**

Validate this Section **Validation**

View Grade Translations **Translation Tables**

View Term Formulas **Term Formulas**

View Grading Templates **Grading Templates**

Assignment Type Settings **Assignment Type Settings**

District/School Policy Settings

Select the Course/Section. Click View Policy to read the District and School policies.

District/School Policy Settings 

Validation

Click Validate This Section.

Validates to ensure all active students are assigned a Translation Table.

Validates to ensure all relevant, calculated Schedule Terms are assigned a Term Formula.

Validates to ensure all Schedule Terms are assigned a Grading Template.

Validates to ensure all Grading Templates used by this Section have at least one valid Assignment Type.

Validates every Gradebook Assignment to ensure valid Assignment Types are being used.

Validation 

Translation Tables

Click View Grade Translations to view the Grade Translation Table assigned to each Student.

Translation Tables 

Click the Grade Translation Name link to view the Grade Translation Table Details.

Translation Tables 

Student	Grade Translation Name
Bell, Tyrone Seth	Regular Translation Table
Billbro, Jydarius	Regular Translation Table
Foreman, Dequon Isiah	Regular Translation Table
Gomez Silvestre, Brianna Jamal	Regular Translation Table
Graffenread, Na Tya Chanelle	Regular Translation Table
Harper, Grisha Charles	Regular Translation Table

Term Formulas

Click View Term Formulas to view the Term Formulas for each calculated Term.

Term Formulas 

Click the Formula Name link to view the Term Formula Details.

Term Formulas 

Formula Name	Calculated Term
District - S2 Formula	S2

Grading Template

Click View Grading Templates to view the Grading Templates for each calculated Schedule Term.

Grading Templates 

[Assign All Terms](#)

Term	Grading Template Name	Weight	Assigned By	Assigned Date			
T3	High School Core Grading Template	1.0000	CENTRAL	2/19/2013 3:22:40 PM	Edit	Remove	Select
T4	High School Core Grading Template	1.0000	CENTRAL	2/19/2013 3:22:41 PM	Edit	Remove	Select

Click Select to view the Grading Template Details for each Grading Template.

Grading Templates 

[Assign All Terms](#)

Term	Grading Template Name	Weight	Assigned By	Assigned Date			
T3	High School Core Grading Template	1.0000	CENTRAL	2/19/2013 3:22:40 PM	Edit	Remove	Select
T4	High School Core Grading Template	1.0000	CENTRAL	2/19/2013 3:22:41 PM	Edit	Remove	Select

Click Detail Name link to view the Assignment Type Details for each Grading Template Detail.

Detail Name	Percentage
Tests	60.00
Daily	40.00

Assignment Type Settings

To Drop a Highest Grade and/or a Lowest Grade

Click Assignment Type Settings.



Checkmark Drop Highest and/or Drop Lowest next to the desired Term(s) and Assignment Type(s).

Click Save Assignment Type Settings.

Schedule Term	Assignment Type	Calculated Percent	Drop Highest	Drop Lowest	Color
T1	9 Weeks Exam	25.00	<input type="checkbox"/>	<input type="checkbox"/>	
T1	Class Participation	7.50	<input type="checkbox"/>	<input type="checkbox"/>	
T1	Classwork	22.50	<input type="checkbox"/>	<input type="checkbox"/>	
T1	Homework	15.00	<input type="checkbox"/>	<input type="checkbox"/>	
T1	Quiz	30.00	<input type="checkbox"/>	<input type="checkbox"/>	

The Calculated Percent column represents the overall percent of the Assignment Type for the student's Term Average. The sums of the Calculated Percent for each Schedule Term will always be 100.

NOTE: A dropped grade displays with a Strike-Through of the Score on the Class Scores page within the Teacher Gradebook. A dropped grade displays with a Strike-Through of the Assignment on the Student page within the Teacher Gradebook.

To Assign a Color to an Assignment Type:

Click Assignment Type Settings.



Click the Color column next to the desired Term(s) and Assignment Type(s). A color grid will appear. Select a color.

Click Save Assignment Type Settings.

Schedule Term	Assignment Type	Calculated Percent	Drop Highest	Drop Lowest	Color
T1	9 Weeks Exam	25.00	<input type="checkbox"/>	<input type="checkbox"/>	
T1	Class Participation	7.50	<input type="checkbox"/>	<input type="checkbox"/>	
T1	Classwork	22.50	<input type="checkbox"/>	<input type="checkbox"/>	
T1	Homework	15.00	<input type="checkbox"/>	<input type="checkbox"/>	
T1	Quiz	30.00	<input type="checkbox"/>	<input type="checkbox"/>	
T2	9 Weeks Exam	25.00	<input type="checkbox"/>	<input type="checkbox"/>	
T2	Classwork	26.25	<input type="checkbox"/>	<input type="checkbox"/>	
T2	Homework	26.25	<input type="checkbox"/>	<input type="checkbox"/>	
T2	Test	22.50	<input type="checkbox"/>	<input type="checkbox"/>	



Student Instructions

The Student page displays grade information in a Course/Section, including the Running Average as well as the Posted Average for the Section/Course. Individual Assignment details, Scores, and Comments are displayed and can be edited and posted. All Term Scores and Term Exams can also be displayed. Term score overrides may be given, if rights exist. Student information can also be accessed, if a teacher has been granted rights to student information.

- **Grading > Teacher Gradebook > Menu > Student**

To Display an Individual Student's Folder:

If granted rights to a student's folder, the student's name will be blue and a link will appear to the Student Folder. Click on the Student Name/ID link. The Student Folder/Student Tabs will open in a separate window.

The screenshot shows the 'Teacher Gradebook' interface. At the top, there is a navigation bar with 'Menu' and 'Student' buttons. Below this, the section is identified as '01 | English IV (1) | AY | 08'. A dropdown menu for 'Term' is set to 'T1'. On the right, there are buttons for 'Single Student Mode' and 'Class Scores'. The main content area is divided into two tables. The left table, titled 'Class Averages', lists students and their grades. The right table, titled 'Assignment', lists individual assignments with their types, scores, and comments. A red arrow points to the student name 'Austin, Jolee Quetez - 300686402 - 352' in the top right of the assignment table, which is highlighted in blue. Below the class averages table, there is a button for 'Austin, Jolee Quetez' with the text 'View All Term Grades and Exams'.

Student	Grade	Grbk	Term
Austin, Jolee Quetez	12	93/A	94/A
Boyd, Brenda	12	92/A	72/C
Brown, Shelby Clark	12	90/A	85/B
Craig, Tashia Lahawn	12	90/A	77/C
Davis, Katrice	12	88/B	85/B
Martin, Devon Suzanne	12	85/B	89/B
Mateo, Izaveon Manuel	12	85/B	81/B
McDonald, Valene Elizabeth	12	85/B	92/A
Moss, Christopher Octavia	12	88/B	71/C
Patrick, Irmari Tymelioxaleik	12	90/A	70/C
Perez, Damien Katrina	12	79/C	88/B
Plummer, Ashlen De'shawn	12	88/B	83/B
Scott, Marquell Rachell	12	90/A	79/C
Vasquez-gabriel, Joshua Barnette	12	92/A	95/A
Weaver, Desmond Traqwoyne	12	93/A	91/A

Assignment	Assignment Type	Score	Comments
8/22 Homework	(Homework)	92	A [Add]
8/25 Classwork	(Classwork)	90	A [Add]
8/28 Homework	(Homework)	99	A [Add]
9/12 Test	(Test)	95	A [Add]
10/8 Homework	(Homework)	98	A [Add]
10/16 Homework	(Homework)	96	A [Add]

To Display an Individual Student's Assignments:

Select the Course/Section and Term. Click on the student's name in the Student column. The selected name and assignments will appear on the right.

The screenshot shows the 'Teacher Gradebook' interface. At the top, it displays 'Section: 01 | English IV (1) | AY | 08' and the teacher's name 'Elkins, Larsen'. Below this, the term is set to 'T1' and the mode is 'Single Student Mode'. The student selected is 'Craig, Tashia Lahawn - 811185501 - 503'. The interface is divided into two main tables:

Student	Grade	Grbk	Term
Austin, Jolee Quetez	12	93/A	94/A
Boyd, Brenda	12	92/A	72/C
Brown, Shelby Clark	12	90/A	88/B
Craig, Tashia Lahawn	12	90/A	77/C
Davis, Katrice	12	88/B	88/B
Martin, Devon Suzanne	12	85/B	89/B
Mateo, Izaveon Manuel	12	85/B	81/B
McDonald, Valerie Elizabeth	12	85/B	92/A
Moss, Christopher Octavia	12	88/B	71/C

Assignment	Assignment Type	Score	Comments
8/22 Homework	(Homework)	92 A	[Add]
8/25 Classwork	(Classwork)	90 A	[Add]
8/28 Homework	(Homework)	87 B	[Add]
9/12 Test	(Test)	63 D	[Add]
10/8 Homework	(Homework)	87 B	[Add]
10/16 Homework	(Homework)	96 A	[Add]

If a teacher has chosen to drop a highest and/or lowest score, a dropped score displays with a Strike-Through of the Assignment on the Student page.

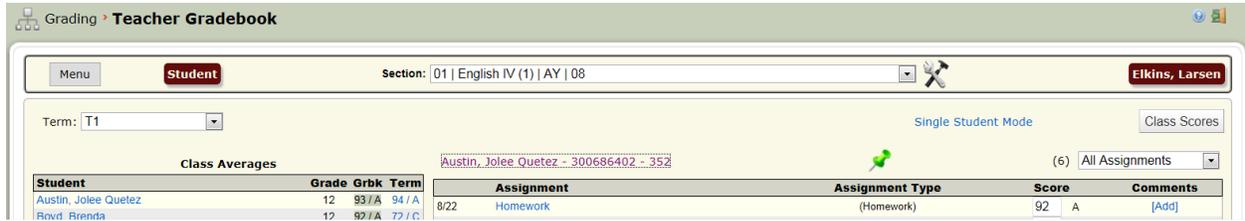
To Edit an Individual Student's Assignment:

Select the Course/Section and Term. Click on the student's name in the Student column. Edit the Score. Click Validate Scores. Click Save Scores.

This screenshot is similar to the previous one but shows the 'Validate Scores' and 'Save Scores' buttons at the bottom right. The student's name 'Craig, Tashia Lahawn' is highlighted in the 'Student' column. The assignment table is identical to the previous screenshot. At the bottom of the interface, there are three buttons: '[Validate Scores]', '[Revert to Saved]', and '[Save Scores]'. Two arrows point to the 'Validate Scores' and 'Save Scores' buttons.

To Post an Individual Student's Scores:

Select the Course/Section and Term. Click on the student's name in the Student column. Post the student's score using the Pin Tack. 



Grading > Teacher Gradebook

Section: 01 | English IV (1) | AY | 08

Term: T1

Single Student Mode

Class Averages

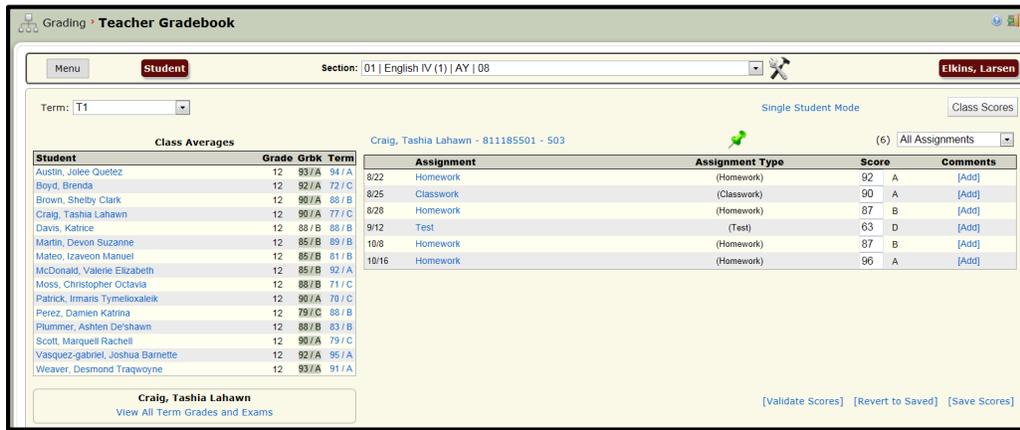
Student	Grade	Grbk	Term
Austin, Jolee Quetez	12	93/A	94/A
Revt, Brenda	12	92/A	72/C

Austin, Jolee Quetez - 300686402 - 352

Assignment	Assignment Type	Score	Comments
8/22 Homework	(Homework)	92 A	[Add]

To Add Comments to a Student's Assignment:

Click Add under Comments column.



Grading > Teacher Gradebook

Section: 01 | English IV (1) | AY | 08

Term: T1

Single Student Mode

Class Averages

Student	Grade	Grbk	Term
Austin, Jolee Quetez	12	93/A	94/A
Boyd, Brenda	12	92/A	72/C
Brown, Shelby Clark	12	90/A	88/B
Craig, Tashia Lahawn	12	90/A	77/C
Davis, Katrice	12	88/B	88/B
Martin, Devoni Suzanne	12	85/B	89/B
Mateo, Izaveon Manuel	12	85/B	81/B
McDonald, Valerie Elizabeth	12	85/B	92/A
Moss, Christopher Octavia	12	88/B	71/C
Patrick, Imanis Tymeloxaleik	12	90/A	70/C
Perez, Damien Katrina	12	79/C	88/B
Plummer, Ashton De'shawn	12	88/B	83/B
Scott, Marquell Rachel	12	90/A	79/C
Vasquez-gabriel, Joshua Barnette	12	92/A	95/A
Weaver, Desmond Traqwoyne	12	93/A	91/A

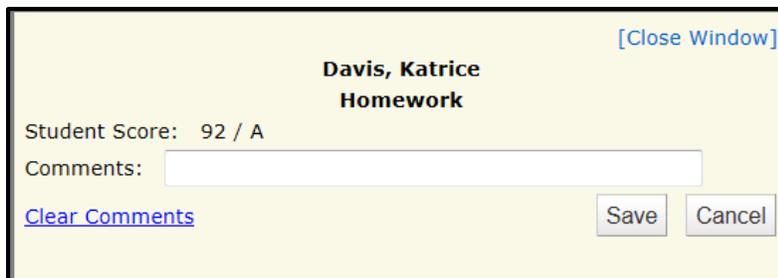
Craig, Tashia Lahawn - 811185501 - 503

Assignment	Assignment Type	Score	Comments
8/22 Homework	(Homework)	92 A	[Add]
8/25 Classwork	(Classwork)	90 A	[Add]
8/28 Homework	(Homework)	87 B	[Add]
9/12 Test	(Test)	63 D	[Add]
10/8 Homework	(Homework)	87 B	[Add]
10/16 Homework	(Homework)	96 A	[Add]

Craig, Tashia Lahawn
View All Term Grades and Exams

[Validate Scores] [Revert to Saved] [Save Scores]

Enter comments and click Save. (Comments are for teacher viewing only. Comments do not appear on any report.)



[Close Window]

Davis, Katrice
Homework

Student Score: 92 / A

Comments:

[Clear Comments](#)

To View All Term Grades and Term Exams on an Individual Student:

Click on the student's name in the Student column. Click View All Term Grades and Exams.

Grading > Teacher Gradebook

Menu **Student** Section: 01 | English IV (1) | AY | 08 **Elkins, Larsen**

Term: T1 Single Student Mode

Class Averages Craig, Tashia Lahawn - 811185501 - 503 (6) All Assignments

Student	Grade	Grbk	Term	Assignment	Assignment Type	Score	Comments
Austin, Jolee Quelez	12	93/A	94/A	8/22	Homework	92	A [Add]
Boyd, Brenda	12	92/A	72/C	8/25	Classwork	90	A [Add]
Brown, Shelby Clark	12	90/A	88/B	8/28	Homework	87	B [Add]
Craig, Tashia Lahawn	12	90/A	77/C	9/12	Test	63	D [Add]
Davis, Katrice	12	88/B	88/B	10/8	Homework	87	B [Add]
Martin, Devon Suzanne	12	85/B	89/B	10/16	Homework	96	A [Add]
Mateo, Izaveon Manuel	12	85/B	81/B				
McDonald, Valerie Elizabeth	12	85/B	92/A				
Moss, Christopher Octavia	12	88/B	71/C				
Patrick, Irmaris Tymelioxaleik	12	90/A	70/C				
Perez, Damien Katrina	12	79/C	88/B				
Plummer, Ashton De'shawn	12	88/B	83/B				
Scott, Marquell Rachell	12	90/A	79/C				
Vasquez-gabriel, Joshua Barnette	12	92/A	95/A				
Weaver, Desmond Traqwoyne	12	93/A	91/A				

Craig, Tashia Lahawn [Validate Scores] [Revert to Saved] [Save Scores]

[View All Term Grades and Exams](#)

[\[Close Window\]](#)

Craig, Tashia Lahawn

Term	Posted Score	Posted	Gradebook Average
T1	90 / A	2/18/2013 3:01:30 PM	90 / A
T2	100 / A	2/18/2013 3:01:43 PM	100 / A
S1	95 / A	2/18/2013 3:01:43 PM	
T3	89 / B	2/18/2013 3:01:57 PM	89 / B

Term Exams

Term	Posted Score	Formula Weight %
S1	NM	20.00

To Filter for a Specific Assignment Detail:

Select the Assignment Detail from the Assignment filter drop-down.

The screenshot shows the Teacher Gradebook interface. The top navigation bar includes 'Menu', 'Student', 'Section: 01 | English IV (1) | AY | 08', and 'Elkins, Larsen'. Below this, there is a 'Term: T1' dropdown and a 'Single Student Mode' button. The main content area is divided into two tables. On the left is the 'Class Averages' table, and on the right is the 'Assignment' table. The 'Assignment' table has a filter dropdown set to '(4) Homework'. An arrow points to this dropdown menu.

Student	Grade	Grbk	Term	Assignment	Assignment Type	Score	Comments
Austin, Jolee Quetez	12	93 / A	94 / A	8/22	Homework	92	A [Add]
Boyd, Brenda	12	92 / A	72 / C	8/28	Homework	87	B [Add]
Brown, Shelby Clark	12	90 / A	88 / B	10/8	Homework	87	B [Add]
Craig, Tashia Lahawn	12	90 / A	77 / C	10/16	Homework	96	A [Add]
Davis, Katrice	12	88 / B	88 / B				
Martin, Devon Suzanne	12	85 / B	89 / B				

To Filter in Single Student Mode (hides scores of all other students):

Click the student's name in the Student column. Click Single Student Mode.

The screenshot shows the Teacher Gradebook interface in 'Single Student Mode'. The top navigation bar is the same. The 'Term: T1' dropdown is present. The 'Single Student Mode' button is now highlighted. The main content area shows the 'Class Averages' table and the 'Assignment' table. The 'Assignment' table has a filter dropdown set to '(6) All Assignments'. An arrow points to the 'Single Student Mode' button.

Student	Grade	Grbk	Term	Assignment	Assignment Type	Score	Comments
Austin, Jolee Quetez	12	93 / A	94 / A	8/22	Homework	92	A [-]
Boyd, Brenda	12	92 / A	72 / C	8/25	Classwork	90	A [Add]
Brown, Shelby Clark	12	90 / A	88 / B	8/28	Homework	89	B [Add]
Craig, Tashia Lahawn	12	90 / A	77 / C	9/12	Test	88	B [Add]
Davis, Katrice	12	88 / B	92 / A	10/8	Homework	88	B [Add]
Martin, Devon Suzanne	12	85 / B	89 / B	10/16	Homework	78	C [Add]
Mateo, Izaveon Manuel	12	85 / B	81 / B				
McDonald, Valerie Elizabeth	12	85 / B	92 / A				
Moss, Christopher Octavia	12	88 / B	71 / C				
Patrick, Irmaris Tymeloxaleik	12	88 / A	70 / C				

To show all students' scores, click Display All Students.

The screenshot shows the Teacher Gradebook interface. The top navigation bar is the same. The 'Term: T1' dropdown is present. The 'Display All Students' button is highlighted. The main content area shows the 'Class Averages' table and the 'Assignment' table. The 'Assignment' table has a filter dropdown set to '(6) All Assignments'. An arrow points to the 'Display All Students' button.

Student	Grade	Grbk	Term	Assignment	Assignment Type	Score	Comments
Austin, Jolee Quetez	12			8/22	Homework	92	A [-]
Boyd, Brenda	12			8/25	Classwork	90	A [Add]
Brown, Shelby Clark	12			8/28	Homework	89	B [Add]
Craig, Tashia Lahawn	12			9/12	Test	88	B [Add]
Davis, Katrice	12	88 / B	92 / A	10/8	Homework	88	B [Add]
Martin, Devon Suzanne	12			10/16	Homework	78	C [Add]
Mateo, Izaveon Manuel	12						
McDonald, Valerie Elizabeth	12						
Moss, Christopher Octavia	12						
Patrick, Irmaris Tymeloxaleik	12						
Perez, Damien Katrina	12						

To Display Class Information about an Assignment:

Click on the blue Assignment title link under the Assignment column. View the Class Average, Highest Score, and Lowest Score of the Assignment at the bottom of the screen.

The screenshot shows a student's assignment page for Craig, Tashia Lahawn. At the top, there is a navigation bar with 'Menu', 'Student', 'Section: 01 | English IV (1) | AY | 08', and 'Elkins, Larsen'. Below this, there is a 'Term: T1' dropdown and 'Single Student Mode' and 'Class Scores' buttons. The main content area is divided into two columns. The left column, titled 'Class Averages', lists students and their grades. The right column, titled 'Assignment', lists assignments with their dates, types, scores, and comments. At the bottom of the page, there is a summary box for the selected assignment, 'Homework', showing 'Class Average: 89.8', 'Highest Score: 100', and 'Lowest Score: 65'. There are also buttons for '[Validate Scores]', '[Revert to Saved]', '[Save Scores]', and '[Edit Assignment]'. Arrows point from the text above to the assignment title link in the table and the summary box at the bottom.

Student	Grade	Grbk	Term
Austin, Jolee Quetez	12	93/A	94/A
Boyd, Brenda	12	92/A	72/C
Brown, Shelby Clark	12	90/A	88/B
Craig, Tashia Lahawn	12	90/A	90/A
Davis, Katrice	12	88/B	92/A
Martin, Devon Suzanne	12	85/B	89/B
Mateo, Izaveon Manuel	12	85/B	81/B
McDonald, Valerie Elizabeth	12	85/B	92/A
Moss, Christopher Octavia	12	88/B	71/C
Patrick, Imaris Tymeloxaleik	12	90/A	70/C
Perez, Damien Katrina	12	79/C	88/B
Plummer, Ashlen De'shawn	12	88/B	83/B
Scott, Marquell Rachell	12	90/A	79/C
Vasquez-gabriel, Joshua Barnette	12	92/A	95/A
Weaver, Desmond Traqwoyne	12	93/A	91/A

Assignment	Assignment Type	Score	Comments
8/22 Homework	(Homework)	92 A	[Add]
8/25 Classwork	(Classwork)	90 A	[Add]
8/28 Homework	(Homework)	87 B	[Add]
9/12 Test	(Test)	63 D	[Add]
10/8 Homework	(Homework)	87 B	[Add]
10/16 Homework	(Homework)	96 A	[Add]

Homework
 Class Average: 89.8 Highest Score: 100 Lowest Score: 65
[\[Edit Assignment\]](#)

The Assignment Tooltip will now be displayed. The Tooltip displays information about the Assignment by hovering the mouse over it.

This screenshot is similar to the previous one but shows a tooltip displayed over the 'Homework' assignment title link for the 8/22 assignment. The tooltip contains the following information: Title: Homework, Type: Homework, Date: 8/22/2012, Weight: 1.0000, Passing Score: 64, Possible Points: 100, ActiveParent: Yes, and ActiveStudent: Yes. An arrow points from the text above to the tooltip.

Student	Grade	Grbk	Term
Austin, Jolee Quetez	12	93/A	94/A
Boyd, Brenda	12	92/A	72/C
Brown, Shelby Clark	12	90/A	88/B
Craig, Tashia Lahawn	12	90/A	90/A
Davis, Katrice	12	88/B	92/A
Martin, Devon Suzanne	12	85/B	89/B
Mateo, Izaveon Manuel	12	85/B	81/B
McDonald, Valerie Elizabeth	12	85/B	92/A

Assignment	Assignment Type	Score	Comments
8/22 Homework	(Homework)	92 A	[Add]
8/25 Classwork	(Classwork)	90 A	[Add]
8/28 Homework	(Homework)	87 B	[Add]
9/12 Test	(Test)	63 D	[Add]
10/8 Homework	(Homework)	87 B	[Add]
10/16 Homework	(Homework)	96 A	[Add]

Homework
 Title: Homework
 Type: Homework
 Date: 8/22/2012
 Weight: 1.0000
 Passing Score: 64
 Possible Points: 100
 ActiveParent: Yes
 ActiveStudent: Yes

To Edit Class Information about an Assignment:

Click on the blue Assignment title link under the Assignment column. Click on Edit Assignment.

The screenshot shows a student's assignment page for Craig, Tashia Lahawn. The page includes a 'Class Averages' table, an 'Assignment' table, and a summary section. A tooltip is displayed over the 'Homework' assignment link.

Student	Grade	Grbk	Term
Austin, Jolee Quetez	12	93 / A	94 / A
Boyd, Brenda	12	92 / A	72 / C
Brown, Shelby Clark	12	90 / A	88 / B
Craig, Tashia Lahawn	12	90 / A	90 / A
Davis, Katrice	12	88 / B	92 / A
Martin, Devon Suzanne	12	85 / B	89 / B
Mateo, Izaveon Manuel	12	85 / B	81 / B
McDonald, Valerie Elizabeth	12	85 / B	92 / A
Moss, Christopher Octavia	12	88 / B	71 / C
Patrick, Imaris Tymeloxaleik	12	90 / A	70 / C
Perez, Damien Katrina	12	79 / C	88 / B
Plummer, Ashlen De'shawn	12	88 / B	83 / B
Scott, Marquell Rachell	12	90 / A	79 / C
Vasquez-gabriel, Joshua Barnette	12	92 / A	95 / A
Weaver, Desmond Traqwoyne	12	93 / A	91 / A

Assignment	Assignment Type	Score	Comments
8/22 Homework	(Homework)	92 A	[Add]
8/25 Classwork	(Classwork)	90 A	[Add]
8/28 Homework	(Homework)	87 B	[Add]
9/12 Test	(Test)	63 D	[Add]
10/8 Homework	(Homework)	87 B	[Add]
10/16 Homework	(Homework)	96 A	[Add]

Class Average: 89.8 Highest Score: 100 Lowest Score: 65

[Edit Assignment]

The Assignment Tooltip will now be displayed. The Tooltip displays information about the Assignment by hovering the mouse over it.

The screenshot shows a student's assignment page for Austin, Jolee Quetez. A tooltip is displayed over the 'Homework' assignment link, providing detailed information about the assignment.

Student	Grade	Grbk	Term
Austin, Jolee Quetez	12	93 / A	94 / A
Boyd, Brenda	12	92 / A	72 / C
Brown, Shelby Clark	12	90 / A	88 / B
Craig, Tashia Lahawn	12	90 / A	90 / A
Davis, Katrice	12	88 / B	92 / A
Martin, Devon Suzanne	12	85 / B	89 / B
Mateo, Izaveon Manuel	12	85 / B	81 / B
McDonald, Valerie Elizabeth	12	85 / B	92 / A

Assignment	Assignment Type	Score	Comments
8/22 Homework	(Homework)	92 A	[Add]
8/25 Classwork	(Classwork)	90 A	[Add]
8/28 Homework	(Homework)	87 B	[Add]
9/12 Test	(Test)	63 D	[Add]
10/8 Homework	(Homework)	87 B	[Add]
10/16 Homework	(Homework)	96 A	[Add]

Assignment Details:

- Title: Homework
- Type: Homework
- Date: 8/22/2012
- Weight: 1.0000
- Passing Score: 64
- Possible Points: 100
- ActiveParent: Yes
- ActiveStudent: Yes

To Return to the Class Scores Page:

Click on the Class Scores button.

The screenshot shows the 'Teacher Gradebook' interface for a student named Austin, Jolee Quetez. The interface includes a navigation menu, a section selector (01 | English IV (1) | AY | 08), and a student selector (Elkins, Larsen). The 'Class Scores' button is highlighted with an arrow. The main content area displays the student's class averages and a list of assignments with their scores and comments.

Student	Grade	Grbk	Term
Austin, Jolee Quetez	12	93/A	94/A
Boyd, Brenda	12	92/A	72/C
Brown, Shelby Clark	12	90/A	88/B
Craig, Tashia Lahawn	12	90/A	77/C
Davis, Katrice	12	88/B	88/B
Martin, Devon Suzanne	12	85/B	89/B
Mateo, Izaveon Manuel	12	85/B	81/B
McDonald, Valerie Elizabeth	12	85/B	92/A
Moss, Christopher Octavia	12	88/B	71/C
Patrick, Irmariis Tymelioxaleik	12	90/A	70/C
Perez, Damien Katrina	12	79/C	88/B
Plummer, Ashten De'shawn	12	88/B	83/B
Scott, Marquell Rachell	12	90/A	79/C
Vasquez-gabriel, Joshua Barnette	12	92/A	95/A
Weaver, Desmond Traqwoyne	12	93/A	91/A

Assignment	Assignment Type	Score	Comments
8/22 Homework	(Homework)	92 A	[Add]
8/25 Classwork	(Classwork)	90 A	[Add]
8/28 Homework	(Homework)	99 A	[Add]
9/12 Test	(Test)	95 A	[Add]
10/8 Homework	(Homework)	98 A	[Add]
10/16 Homework	(Homework)	96 A	[Add]

Buttons: [Validate Scores] [Revert to Saved] [Save Scores]



Summary Overview

The Summary page displays a summary of individual Student Term Scores, Assignment Statistics and Distribution of Scores, and class Term Score Distributions. If a Section Term Formula has a Term Exam included, Term Exams must be populated and entered on this page.

- **Grading > Teacher Gradebook > Menu > Summary**



Term Scores

Term Scores display student Term Scores that have been posted. Once Term Scores have been posted, the Term Formulas will calculate the applicable Semester 1, Semester 2, and/or Final Average. Term Scores may contain several different color-coded flags to indicate the status of the posted scores which may include:

- **Locked**
- **Admin Override**
- **Teacher Override**
- **Reporting Only**
- **Invalid Grade**

Teachers granted Term Score override rights may click on the Name of the Student or the Term Score to override the Term Score. Overridden scores as well as the Running Average will both be displaying on this page color-coded as stated above.

Any Term Score that has been locked will have a Lock icon  beside the Term Score.

Assignment Statistics & Distributions

The Alphabetic distribution of Assignment scores are displayed. Scores for Assignments are based on Translation Tables that have been assigned to each Course. Class Average for each Assignment is displayed. Assignments are displayed by Terms.

Term Score Distributions

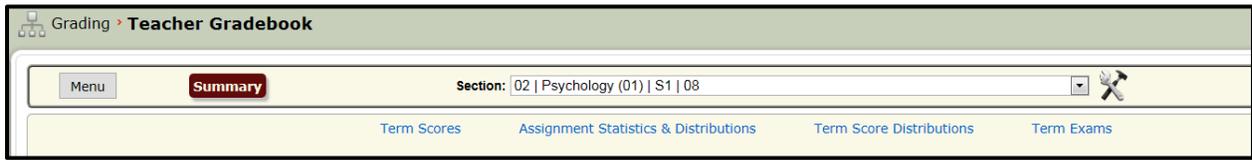
The Alphabetic distributions, as well as the Numerical Translation Range, of the Term Score Averages are displayed. The count of each Alphabetic Score in each Range is also displayed.

Term Exams

If a Section Term Formula has a Term Exam included, Term Exams must be populated and entered in this Section of the Summary page.

To Enter a Term Exam:

Select the Course/Section and click Term Exams.



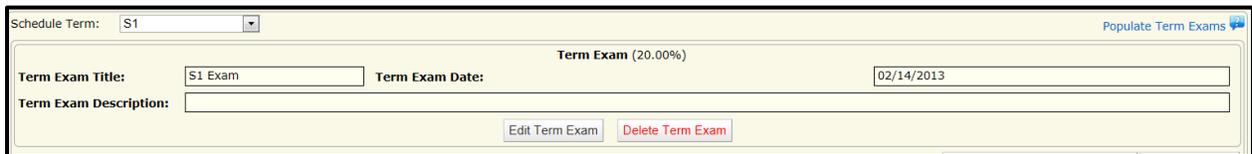
The screenshot shows the 'Teacher Gradebook' interface. At the top, it says 'Grading > Teacher Gradebook'. Below that is a navigation bar with 'Menu' and 'Summary' buttons. A dropdown menu shows 'Section: 02 | Psychology (01) | S1 | 08'. Below the navigation bar are four tabs: 'Term Scores', 'Assignment Statistics & Distributions', 'Term Score Distributions', and 'Term Exams'. The 'Term Exams' tab is highlighted.

Click Populate Term Exams.



The screenshot shows the 'Teacher Gradebook' interface with the 'Term Exams' tab selected. A 'Schedule Term' dropdown is set to 'S1'. In the top right corner, the user's name 'Elkins, Larsen' is displayed. A 'Populate Term Exams' button with a plus icon is visible in the bottom right corner.

Click **Edit Term Exam** to edit the Term Exam Title, Term Exam Date, and/or Term Exam Description. Click Update Term Exam.



The screenshot shows the 'Term Exam' entry form. At the top, it says 'Schedule Term: S1' and 'Populate Term Exams' with a plus icon. The form title is 'Term Exam (20.00%)'. There are two input fields: 'Term Exam Title' with the value 'S1 Exam' and 'Term Exam Date' with the value '02/14/2013'. Below these is a 'Term Exam Description' field. At the bottom, there are two buttons: 'Edit Term Exam' and 'Delete Term Exam'.

Enter student Exam scores. Use Tab key to move from Student Score to Student Score. Click Save Student Term Exam Scores.

		Save Student Term Exam Scores	Revert to Saved
Student Name	Score		
one Seth	NM	NM	
ydarius	NM	NM	
ance	NM	NM	
n, Dequon Isiah	NM	NM	
Silvestre, Brianna Jamal	NM	NM	
ead, Na Tya Chanelle	NM	NM	
Gisha Charles	NM	NM	
Madya Josue	NM	NM	
Dameisha Roxann	NM	NM	
, Christopher	NM	NM	
Greyland Leena	NM	NM	
amirez, Ashley Charisse	NM	NM	
Wynsha Juan	NM	NM	
Jimmy Dionicio	NM	NM	
ez Alonzo, Samory	NM	NM	

Save Student Term Exam Scores Revert to Saved



Teacher Gradebook Overview

The Teacher Gradebook is comprised of nine tabs: Roster, Student, Class Scores, Attendance, Summary, Setup, Homework, Seating Chart, and Conduct. Teachers are able to view and utilize only those tabs to which the District/School grants rights.

- **Grading > Teacher Gradebook > Menu**

Stu	Class Scores	ActiveFlag	Student ID	ADA Grade	Class Comments
Ash	Attendance	✓	000289660	12	[Add]
Aus	Attendance	✓	000514881	12	[Add]
Bin	Summary	✓	000514134	12	[Add]
Buf	Setup	✓	000515289	12	[Add]
But	Homework	✓	000514186	12	[Add]
Car	Homework	✓	000513973	12	[Add]
Chi	Seating Chart	✓	000514925	12	[Add]
Egg	Conduct	✓	000513880	12	[Add]
Eva	Conduct	✓	000515360	12	[Add]

Header Attributes:

Menu drop-down to select the Teacher Gradebook page to display.

Name of Page Displayed.

Section drop-down will display the Period/Course (Section Number)/Term/School Number.

Settings icon  allows the teacher to select default settings and customize the Teacher Gradebook.

Name of Teacher Displayed.

The number of students currently enrolled in the Course will be displayed.

The students no longer enrolled in the course can be displayed by checking this box.

Menu	Roster	Section: 01 ENG 4 (12) AY 25	Settings
21 Students Currently Displayed	<input type="checkbox"/>	Show Students No Longer Enrolled	

- If teacher is in their own Teacher Gradebook, the Name of Page Displayed and the Name of Teacher Displayed are **blue**.
- If teacher is in Gradebook Access, the Name of Page Displayed and the Name of Teacher Displayed are **green**.
- If user is in Teacher Impersonation, the Name of Page Displayed and the Name of Teacher Displayed are **brown**.



Teacher Gradebook Reports

My Alpha Grade Distribution

This report displays the alphabetic distribution of Term and/or Mid-Term Score grades.

My Assignment Compliance Report

This report displays assignments; the student who was last given a grade in that assignment, and the date that grade was given. It also displays courses/sections with no assignments given.

My Conduct Grade Report

This report displays conduct grades assigned.

My Course Progress Report

This Progress Report displays Term Scores, Assignment Information, Assignment Scores, Assignment Comments, and Conduct Grades, as well as other information.

My Gradebook Monitor

This report displays when Term Scores were last posted and when Assignments were last updated.

My Grading Templates Assignment

This report displays the Grading Template, Grading Template Details, and Assignment Types assigned to each section within the Teacher's Gradebook. It will also display the Grade Weight of the Grading Templates and the percentages assigned to the Assignment Types.

My Homework Report

This report displays a list of homework posted and dates associated with the homework posting.

My Missing Daily Grades

This report shows a list of students with assignments that are missing a grade.

My Numeric Grade Distribution

This report displays the numeric distribution of Term Score and/or Mid-Term grades.

My Progress Report

This Progress Report displays Term and/or Mid-Term Score and other limited information for the Term and/or Mid-Term.

My Students With No Eligible Grades

This report displays students and courses that, after Scores have been posted, should have an X for the Term Score.

My Teacher Attendance Report

This report displays student attendance. The information may be pulled from the Teacher Gradebook or from the System Attendance recorded in the Office.

My Term Score Overrides Report

This report displays Overridden Scores, Overridden Type, Entered Scores, and Override Date.

My Term Score Report

This report displays Term Scores.

Print My Gradebook

This report displays the Class Scores page.



Teacher Template Maintenance Overview

Grading Templates determine the student's Term Average when Posting occurs. If the District and School Policies allow, users have the right to Teacher Template Maintenance in order to create and/or modify the Grading Templates for their own Sections/Courses in the Teacher Gradebook.

If the District and School Policies allow:

- Teachers may create and assign percentages to Details in the Teacher Template Maintenance page.
- Teachers may select and assign percentages to Assignment Types in the Teacher Template Maintenance page.
- Teachers will select and assign the Teacher Template to each Section taught in the Setup Page of the Teacher Gradebook.

NOTE: These instructions will display how to create, modify, and assign all of the above. However, users may not have rights to all of the above. For example, some users may only have rights to select and assign percentages to Assignment rights. These users will only need certain steps below to select and assign percentages to Assignment rights. All instructions below are given as if all rights have been assigned. Users should use only selected steps of the instructions needed for their rights.

If the District and/or School Policies do not allow users to create and/or modify the Grading Templates, these instructions are not needed.

If the District and/or School create the Grading Templates for teachers, these instructions are not needed.

- **Grading > Teacher Template Maintenance**



If users create their own Teacher Grading Template, two steps must be followed:

1. ****Create** the Teacher Grading Template, add the Template Details, and assign the Assignment Types in Teacher Template Maintenance.
2. Assign the Template to each selected Section/Course in Teacher Gradebook/Menu/Setup.

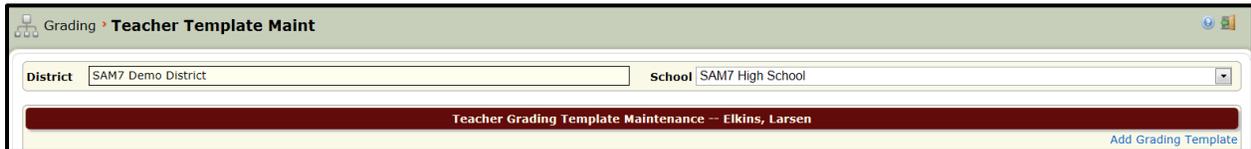
****There are two ways users can create a Teacher Grading Template:**

1. Create User's own Teacher Grading Template.
2. Modify a School Created Template.

CREATE USER'S OWN GRADING TEMPLATE

Create a Grading Template:

Click Add Grading Template.



The screenshot shows a web application interface for "Teacher Template Maintenance". At the top, there is a breadcrumb "Grading > Teacher Template Maint". Below this, there are two dropdown menus: "District" set to "SAM7 Demo District" and "School" set to "SAM7 High School". A red banner below the dropdowns reads "Teacher Grading Template Maintenance -- Elkins, Larsen". In the bottom right corner, there is a blue link that says "Add Grading Template".

Enter the Grading Template information and click Add.

Name the Grading Template. Suggestion: Name the Grading Template using the Teacher's Name or something easily recognizable.

Grade Weight should be 1.0 unless the course is a weighted course, such as Advanced Placement.



The screenshot shows a form with two input fields. The first field is labeled "Grading Template Name:" and has an empty text box. Below it are "Add" and "Cancel" buttons. The second field is labeled "Grade Weight:" and has a text box containing "1.0". In the top right corner, there is a blue link that says "Add Grading Template".

GO TO: "Add Details to Grading Template" below to continue.

MODIFY A SCHOOL CREATED GRADING TEMPLATE

Modify School Grading Template:

Select the Grading Template Name you wish to modify.
Click Copy Template to Me.

Teacher Grading Template Maintenance -- Elkins, Larsen				
Grading Template Name	Owner	Grade Weight		Add Grading Template
High School Core Grading Template	SAM7 High School	1.0000	Copy Template To Me	Select
High School Grading Template	SAM7 High School	1.0000	Copy Template To Me	Select

A Grading Template named My Template has now been created with the User as the Owner.

Click Edit.

Rename the Grading Template. Suggestion: Name the Grading Template using the User's Name or something easily recognizable.

Click Update.

My High School Grading Template	Elkins, Larsen	1.0000	Edit Delete Select
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NOTE: The Grade Weight of a Copied School Template cannot be modified.

Add Details to Grading Template :

Choose the correct Grading Template.
Click Select

Grading Template Name	Owner	Grade Weight		
High School Core Grading Template	SAM7 High School	1.0000	Copy Template To Me	Select
High School Grading Template	SAM7 High School	1.0000	Copy Template To Me	Select
Elkins Grading Template	Elkins, Larsen	1.0000		Edit Delete Select

Click Add Grading Template Detail.

Grading Template Details	Add Grading Template Detail
<p>Elkins Grading Template (Details Sum: 0.00%)</p> <p>There are no Template Details created.</p>	

Enter the Detail Name and Percent of the Grading Template.
Click Add.

NOTE: Each Template must contain one or more Details. The sum of percentages for all Grading Template Details must equal 100%.

Grading Template Details  Add Grading Template Detail

Elkins Grading Template (Details Sum: 0.00%)

Template Detail Name: Detail Percent:

There are no Template Details created.

To add additional Grading Template Details, click Add Grading Template Detail.
Continue adding Details until the sum of the Grading Template Details is equal to 100%.

Example: This is an example of a Grading Template with Details. NOTE: The Assignment Types must now be added to the Details.

Elkins Grading Template		Elkins, Larsen	1.0000	Edit	Delete	Select
Grading Template Details  Add Grading Template Detail						
Elkins Grading Template (Details Sum: 100.00%)						
Detail Name	Percentage	Count of Assignment Types		Edit	Delete	Select
Major Grades	60.00	0		Edit	Delete	Select
Minor Grades	40.00	0		Edit	Delete	Select

ADD ASSIGNMENT TYPES TO GRADING TEMPLATE DETAILS

Add Assignment Types to Grading Template Details: Assignment Types will appear in the drop-down box when the teacher is creating an assignment.

Choose the correct Grading Template Detail and click Select.

Elkins Grading Template		Elkins, Larsen	1.0000	Edit	Delete	Select
Grading Template Details  Add Grading Template Detail						
Elkins Grading Template (Details Sum: 100.00%)						
Detail Name	Percentage	Count of Assignment Types		Edit	Delete	Select
Major Grades	60.00	0		Edit	Delete	Select
Minor Grades	40.00	0		Edit	Delete	Select

Select the Unassigned Assignment Type and the Grade Calculation Method. Add Percentage that the Assignment will count of the Detail. Click Add Selected Assignment Type.

NOTE: There are two different types of Grade Calculation Methods: Points-Based and Percent-Based. Most districts utilize the Points-Based Method. The difference between the two methodologies is how SAM treats Assignments with varying Points Possible. Points-Based retains the weight of an Assignment based upon the Points Possible. However, the Percent-Based Calculation method always converts the assignment into a percent. This brings every assignment to a 100 point scale. (See the Points versus Percent documentation for further explanation.)

Assignment Types and Percentages

Major Grades (Assignment Types Sum: 0.00%)

Unassigned Assignment Types:

Grade Calculation Method:

Percentage:

[Add Selected Assignment Type](#)

There are no Assignment Types assigned to this Grading Template Detail.

To add additional Assignment Types, click Add Selected Assignment Type to the Grading Template Detail.

Continue adding Assignment Types until the sum of the Assignment Types is equal to 100%.

If there is another Grading Template Detail, click Select next to the Grading Template Detail.

Add Assignment Types as noted above until the Sum of the Assignment Types is equal to 100%.

Example: This is an example of a Grading Template Detail with Assignment Types. **NOTE:** Shown is the Minor Grade Detail with Assignment Types. The Major Grade Detail would also have Assignment Types whose Sum = 100%.

Grading Template Details

Elkins Grading Template (Details Sum: 100.00%)

Detail Name	Percentage	Count of Assignment Types	
Major Grades	60.00	2	Edit Delete Select
Minor Grades	40.00	3	Edit Delete Select

Assignment Types and Percentages

Minor Grades (Assignment Types Sum: 100.00%)

Unassigned Assignment Types:

Grade Calculation Method:

Percentage:

[Add Selected Assignment Type](#)

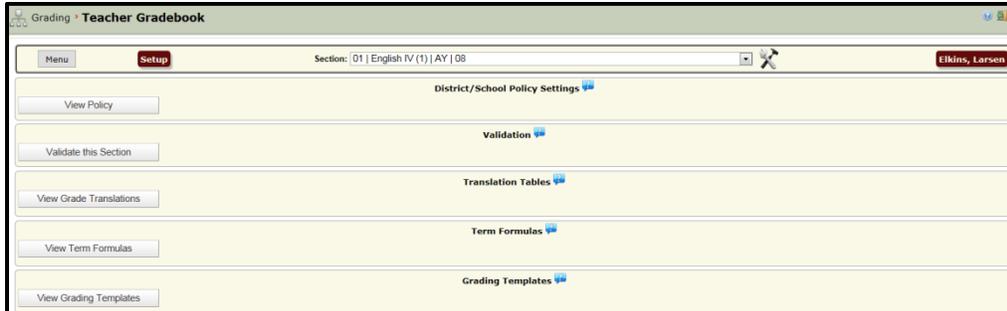
Assignment Type Name	Percentage	Grade Calculation	
Homework	34.00	Points-Based	Edit Remove
Classwork	33.00	Points-Based	Edit Remove
Pop-Quiz	33.00	Points-Based	Edit Remove

ASSIGN TEACHER GRADING TEMPLATE TO COURSE/SECTION IN GRADEBOOK

- **GRD > Teacher Gradebook > Menu > Setup**

Add Teacher Grading Template to Course/Section:

Select the Course/Section.
Click View Grading Templates.



To assign **all terms** the same Grading Template, select the correct Grading Template from the drop-down.

Click Assign All Terms.

To assign **one term** at a time (or a different template to different terms) click Edit beside the correct term.

Select the correct Grading Template and click Update.

Assign all remaining terms with this method.

NOTE: Please note that there is already a Grading Template assigned to this Course/Section.

A screenshot of the 'Grading Templates' table. The table has columns for Term, Grading Template Name, Weight, Assigned By, and Assigned Date. There are four rows, all showing 'High School Grading Template' with a weight of 1.0000, assigned by 'CENTRAL' on 2/19/2013 2:08:52 PM. Each row has 'Edit', 'Remove', and 'Select' links. Above the table, there is a 'View Grading Templates' button and an 'Assign All Terms' dropdown menu currently set to 'Please Choose'.

Assign Grading Templates to other Courses/Sections as above as needed by selecting the Course/Section. Grading Templates must be assigned to ALL sections/courses in a Teacher Gradebook, whether School assigned or Teacher assigned.

Example: This is an example of a completed Teacher Grading Template assigned by the user on the Setup page. In the Assigned By column, however, should be the Teacher's UserName.

Only Grading Templates copied from the originally assigned Grading Template can be assigned by the Teacher.

Grading Templates						
View Grading Templates			Assign All Terms (Employee) Elkins Grading Template			
Term	Grading Template Name	Weight	Assigned By	Assigned Date	Edit	Remove
T1	Elkins Grading Template	1.0000	CENTRAL	2/19/2013 1:37:38 PM	Edit	Remove
T2	Elkins Grading Template	1.0000	CENTRAL	2/19/2013 1:37:38 PM	Edit	Remove
T3	Elkins Grading Template	1.0000	CENTRAL	2/19/2013 1:37:38 PM	Edit	Remove
T4	Elkins Grading Template	1.0000	CENTRAL	2/19/2013 1:37:38 PM	Edit	Remove

NOTE: When modifying Weighted Grading Templates, teachers must assign modified weighted Grading Templates to the same appropriately weighted courses.

For example: If a teacher taught the following classes with the following Grading Templates:

CLASS

- AP English Section 1
- AP English Section 2
- Honors English Section 1
- Honors English Section 2
- English Section 1
- English Section 2

GRADING TEMPLATE

- AP Grading Template (1.10 grade weight)
- AP Grading Template (1.10 grade weight)
- Honors Grading Template (1.05 grade weight)
- Honors Grading Template (1.05 grade weight)
- Regular Grading Template (1.00 grade weight)
- Regular Grading Template (1.00 grade weight)

The Teacher Template Maintenance will display 3 Grading Templates. The teacher will copy and modify all 3 Grading Templates per the instructions given. The teacher will not be able to modify the grade weight in the Grading Templates. The teacher will then assign the 3 modified Grading Templates as follows:

- Modified 1.10 Grade Weight Template assigned to AP English Sections 1 & 2
- Modified 1.05 Grade Weight Template assigned to Honors English Sections 1 & 2
- Modified 1.00 Grade Weight Template assigned to English Sections 1 & 2