

## CUSTOMIZING MY SUBJECTS

The default subjects in Grade Book are created at the district level and are used district wide. Although the default subjects cannot be changed, teachers can create additional subjects.

### To add a new subject

From the Grade Book Setup screen, select the **My Subjects** link. The **Edit Subjects** screen appears.

- Click the **Add New Subject** button. The Insert screen is displayed.
- Enter the **Subject** and the **Sequence**.
- Click the **Insert Subject** to save the new subject.

### To edit an existing subject

- Click the **Edit** button.
- Change the **Subject** or **Sequence** by typing new values in the boxes that appear. (The Sequence is the order in which the subjects are listed in the drop-down in the assignment.)
- Click the **Update** button to save the changes.

### To delete subjects

- To remove an existing subject, click the **Delete** button.
- A message box pops-up to confirm the deletion. Click **OK** to delete the subject.

### To view deleted subjects

- Click on the **Show Deleted Subjects** button. The deleted subjects appear with a note indicated the date they were deleted.
- To hide them, click the **Hide Deleted Subjects** button.

## CUSTOMIZING MY ASSIGNMENT TYPES

Assignments are the items for which as student will receive a score, such as homework, a quiz or project.

### To add a new assignment type

- On the **Grade Book Setup** screen, select the **My Assignment Types** link. The **Edit Measure Types** screen appears.
- Click the **Add New Assignment Type** button. The **Insert** screen appears.
- Enter the **Assignment Type** and the **Sequence**. (The Sequence is the order in which the types are listed in the drop-down in the assignment.)
- If the assignment can have an assigned due date, check the **Due Date** box.
- Click the **Insert Assignment Type** to save the new assignment type.

### To edit an existing assignment type

- Click the **Edit** button next to the assignment type.
- Change the **Assignment Type** or **Sequence** by typing new values in the boxes that are displayed.
- If the assignment can have an assigned due date, check the **Due Date** box.
- Change the **Display Color** by clicking on the current color cell. The **Color Picker** screen opens. a. Select a new color. Click **OK**.
- Click the **Update** button to save the changes

# CUSTOMIZING MY GRADE BOOK COMMENTS

Comments can be created and added to assignments to note such information such as if the assignment is missing, was turned in late or is an extra credit assignment. Teachers can also create custom comment types for their own use within Grade Book.

## To add a new comment type

- On the **Grade Book Setup** screen, select the **My Grade Book Comments**. The Grade Book Comments screen appears.
- Click the **Add New Comment** button. The Insert screen open
- Enter the **Comment** text that will appear in the drop-down list. Enter the **Sequence** to indicate the order in which the comments appear in the drop-down list.
- Enter the default score to be used if the comment is selected and no score has been entered in the **Not Scored Value** column. Once a score is entered for the assignment, this score is no longer used.
- Enter the percentage of a penalty against the student's score is associated with this comment code in the **Penalty %** field.
- If the comment indicates an assignment that has not been completed, check the box in the **Is Missing Mark?** Column.
- Enter the **Comment Code** to display in the **Grade Book Main** screen, and to be used to manually enter a comment in the **Grade Book Main** screen. (*Adding a new comment with the same comment code as an existing comment will replace the old comment. Comments are grouped by the comment code.*)
- Click the **Insert Comment** box to save the new comment

## To edit an existing comment

- Click on the **Edit** button.
- Enter the comment and sequence in the appropriate fields. (The **Comment** is the text that appears in the drop-down list. The **Sequence** indicates the order in which the comments appear in the drop-down list.
- Enter the default score to be used if the comment is selected and no score has been entered in the **Not Scored Value** column. Once a score is entered for the assignment, this score is no longer used.
- Enter the percentage of a penalty against the student's score is associated with this comment code in the **Penalty %** field.
- If the comment indicates an assignment that has not been completed, check the box in the **Is Missing Mark?** Column.
- The **Comment Code** is displayed in the **Grade Book Main** screen, and can also be used to manually enter a comment in the **Grade Book Main** screen.
- To save the changes, click the **Update** button.

## To delete an existing comment

- Click the **Delete** button. A message box pops-up prompting confirmation of the deletion
- Click **OK**

# CREATING ASSIGNMENTS

Assignments are any assessment items on which students will be graded in the class. To calculate students' final grades properly, all assignments to be considered must be entered in Grade Book.

## To create assignments on which students will be graded

- Click on the **New Assignment** button from the main Grade Book screen. The New Assignment screen appears.
- Enter a name for the assignment in the **Assignment Name** field, and a description in the **Description** field
- Select the **Type** of assignment from the drop-down list. Initially the available types are Homework, Project, Quiz, Test, and Assignment, but the district may customize the types available. Teachers may also create their own custom list of assignment types.
- Select the academic **Subject** for the assignment from the drop-down list. The list of subjects may also be customized by the district or the teacher. The option is not displayed for secondary teacher types.
- Select if **Grading** will be based on an **Overall Grade Only** or **Overall Grade and Standards**.
- Choose the **Score Type** from the drop-down list, such as Raw Score or a rubric. The list of score types can be customized at the district level, or each teacher can create their own score types.
- Enter the **Max. Score** a student can receive for this assignment in numeric format, up to two decimal places. This is only available if Raw Score is selected.
- Enter the total number of **Points** the assignment is worth when calculating the final grade. The points should be entered in numeric format, up to two decimal places.
- Enter the date the assignment is distributed to the students in the **Date of Assignment box**. The date can be entered in MMDDYY format or it can be selected from a calendar by clicking on the drop-down arrow.
- Select the **Assignment Category** from the drop-down list. Assignments can be categorized as a **Normal** assignment to be graded and included in the final grade, an **Extra Credit** assignment to be graded and included in the final grade to improve the student's final grade, or an assignment **Not for Grading**.

**Tip:** Extra credit can be given in two different ways. First, the entire assignment can be extra credit. This option adds to the student's score, and not the total score possible for the class. The second way to give a student extra credit is to assign them extra points when grading an assign

# Linking Standards to Assignments

At the bottom of the Assignment screen, several tabs are displayed where the assignment can be correlated with standards or report card areas, or included for grading in other grading periods and/or sections.

## To correlate an assignment to an item on the report card

- Check the box in the column for the **Report Card** and **Report Card Item**.

## To link it to a report card item for all report cards

- Check the **All** box. An assignment can be linked to more than one report card item and more than one report card.

## To link the assignment to a standard

- The Standards Proficiency mode needs to be checked in the Grade Book Set up before you can employ this feature!
- Select **Standards Correlations** tab next to the **Report Card Correlations** Tab
- You will see an All Standards link
  - On the left you will see the link for Common Core Standards. When you click on each link, you will see more standards appear to choose from. When you select the subject, or grade level of the standards, they will now appear on your right side.
  - Hover over the standard and double click- a blue select mark will appear
- Select the standards that are correlated with this assignment by simply clicking on them. More than one standard AND more than one grade level's standards may be selected. The selected standards are listed at the top of the tab.
- Save Assignment

\*\*\*\*\*For an Assignment to be linked to CCSS and the Report Card, you have to go in and check off the standards in both tabbed sections.

# Grade Book– Commonly Used Reports

## Summary Progress Report by Report Card Area

The Summary Progress Report by Report Card Area displays current progress in class, broken down by report card area, by student. Report Card areas in this report are defined by the school's actual report card.

## Grade Book – Blank Grade Book

The Blank Grade Book Report displays a blank, printable version of the Grade Book. Each student is listed on the report as well as blank columns to add new assignments and scores.

### Report Options:

- **Print Extra Lines at the bottom of the report:** Selecting **Show Extra Lines** adds blank lines to the bottom of the report. This allows for new or transfer students' names to be written in.
- **Print in Landscape:** Report output displays in Landscape orientation.
- **Include Overall Grade:** Selecting **Include Overall Grade** adds an "Overall Grade" column

## Grade Book – Assignment Detail Report

The Assignment Detail Report displays each student's performance, by assignment. The students' marks, points earned/points possible, and notes are displayed in this report.

## Grade Book – Student Missing Assignments Report

The Student Missing Assignments Report displays a list of all Missing or Absent Assignments, by student. The date, assignment type, assignment name, and notes are displayed for any assignment marked as "Missing" or "Absent" in the Grade Book.

## Grade Book – Class Summary Report

The Class Summary Report summarizes each student's performance in class. Overall Grade (percentage and mark), performance in each assignment type (percentage and mark), and number of missing assignments are displayed on this report

## Grade Book – Chart: Assignment Student Performance

The Chart: Assignment Student Performance displays a graphic chart of a class' performance on an assignment. The chart is broken down by student.

## Grade Book - Detailed Progress Report

The Detailed Progress Report displays each student's current overall progress in class, as well as overall progress by assignment category. Assignment details can also be included in this report.

### Report Options:

- **Report Detail:** • **Detailed** adds Assignment Detail below Summary area, displaying a list of assignments with date, mark, points, percentage, assignment category, and assignment name.
- **Summary Only** excludes details.
- **Include Assignment/Grade Notes and Comments:** • **Show Notes** displays "Public" notes for assignments on report output.
- **Show Comments** displays comments teacher assigned to student for a given assignment.
- **Show Assignment Description** displays assignment description.
- **Include Not For Grading Assignments:** Filters report output to hide/display Not For Grading Assignments.

**Class Average Chart: Show Chart** adds chart to top of report indicating selected student's overall class performance in relation to overall class average.

- **Show Score Type Options:** Select options/details to display for each assignment.
- **Request Parent Signature:** Show Signature Box adds "Parent Signature" line to bottom of report.
- **Header Text:** Text entered in this text box will appear above the Assignment Detail.
- **Footer Text:** Text entered in this text box will appear below the Assignment Detail.

## Grade Book – Summary Progress Report

The Summary Progress Report displays the student's current progress in class. Progress by assignment category can also be included in this report.

### Report Options:

- **Missing Assignments Option:** Selecting **Show Missing Assignments** adds a "Missing or Absent Assignments" box to the report. This box shows the date, assignment type, and assignment name of any assignment that the student is missing or was absent for.
- **Show Category Detail:** Selecting **Show Category Detail** adds an assignment category-level detail to the report. This includes information about the number of assignments; points earned/points possible, percentage of points earned, and mark earned, by assignment category.
- **Order by:**
  - Selecting **Student Name/Student ID** will result in the Summary Progress Reports printing in alpha or numeric order. If "Hide Student Name" is selected, the report will print in numeric order, by Student ID.
  - Selecting **Points** will result in the Summary Progress Reports printing, by student, in order of student points earned, highest to lowest.
- **Parent Signature Options:** Selecting **Request Parent Signature** adds a "Parent Signature" line to the bottom of the report.
- **Header Text:** Text entered in this text box will appear below the student's name and above the class summary.
- **Footer Text:** Text entered in this text box will appear below the Missing or Absent Assignments and above the Parent Signature line.

## Grade Book– Summary Progress Report by Report Card Area

The Summary Progress Report by Report Card Area displays current progress in class, broken down by report card area, by student. Report Card areas in this report are defined by the school's actual report card.

# CREATING STANDARDS-BASED REPORT CARDS

Standards-based report cards are printed from Grade Book. Before completing standards based report cards, teachers should verify that all assignment grades have been entered. See Entering Grades.

The **Report Card Preview** screen in Grade Book is used to see how students performed in all report card areas, broken down by class, as well as view students' overall performance by report card area. Additionally, teachers can see the assignments used to calculate the final grade by report card area. The Homeroom teacher can choose whether to exclude certain classes from the overall grade calculation by report card area, as well as to override the final grade to be transferred to a student's report card.

## To view and modify the grades on the Report Card Preview screen

- Click on the **Report Card Preview** option from the **Grade Book** menu. The Report Card Preview screen displays.
- Select a student from the **Select Student** drop-down list. The student's marks appear on the screen.
- The **Calculated Mark** (which can be overridden), the **Report Card Mark** (the mark currently on the student's Report Card), the **Total Points Earned/Total Points Possible (%)**, and each **class' Total Points Earned/Total Points Possible (%)** are displayed for each report card area.
- Any score with an asterisk (\*) indicates that category weighting was used to calculate the final grade.

## To view assignments for report card area

- Click on the report card area hyperlink to view assignments used to determine the final grade for a given report card area. The assignments used to calculate the overall marks are shown.

## To override the final grade

- Select the desired mark for the report card item from the **Calculate Mark** drop-down
- Click the **Overwrite** checkbox next to the report card mark
- Click the **Transfer Marks for <Student Name>** button. The overwritten grade appears on the student's report card.
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## To transfer marks to the Report Card for an individual student

- Select **Transfer Marks for <Student Name>** to transfer the currently selected student's marks to their report card. A confirmation message is displayed.
- Select the **Transfer All Student Marks** button. A confirmation window opens.



## To review the student report cards using the Classic Mode

- Once the student's marks have been transferred, the report card can be reviewed and completed using the Class Report Card Entry Mode.
- Click on the **Students** option from the **Report Card** menu. The **Student Report Card** screen displays, listing all report cards and their status.
- Select a student's name from the list. The student's report card is displayed.
- The marks transferred are displayed in the **Score** column and in the drop-down list for the current grading period. If a report card line was not correlated to an assignment, these will be blank.

## To edit the scores on the report card in Classic Mode

- Select any scores that need to be overwritten from the drop-down list in the current grading period column.

## To record comments on the student's report card

- Either scroll to the bottom of the page or click the **Go to Comments Area** link at the top of the page.
- Click the **Edit** link in the **Grading Period** box to edit the comments. The **Comment** screen displays.
- Enter the comments to be displayed on the report card in the top box. Up to 1000 characters can be entered.

**Tip:** To add an existing comment from the **Comment Bank** to the student comment, click the **Select** link next to the comment.

- To check the spelling of the comment, click the **Check Spelling** button.
- To delete the comments and start over, click the **Clear Comments** button.
- To create a comment for the comment bank, enter the comment in the **Add to Comment Bank** box and click the **Add to Comment Bank** button. Comments added to the Comment Bank are also added to the student comments.
- To save the comments and remain on the **Comments** screen, click **Save Comments** Or To save the comments and return to the **Report Card** screen, click **Save & Return**. Or To return to the **Report Card** screen without saving the changes, click **Cancel**.
- Any comments entered are displayed in the **Comments Area** of the report card.

## To see how the finished report card will appear

- Click on the **View Report Card** button. The report card is printed to a PDF displayed on the screen in a separate window. The individual report card can be printed from this window.

## To complete the report card

- Click the **Save/Mark Complete** button to save and complete the report card. The student's name is moved to the **Report Cards Complete** column on the **Student** screen.

**Note:** To save the marks but leave the report card marked as incomplete, click either **Save/Back to List** to save the marks and return to the list of student report cards or **Save/Continue** to save the marks and stay on the current screen.

## To print report cards

On the **Student Report Card** screen, click on the **View Report Cards** link. The **View Report Cards** screen is displayed. It lists all of the students in the class, and shows the status of their report card for each grading period.