

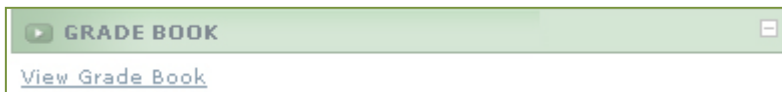
GRADE BOOK

Grade Book provides teachers with exceptional flexibility to manage grade recording, assignment preparation and teacher comments anytime, from anywhere. Schools benefit from the flexibility to replicate their existing grading formulas by defining assignment types and grading weights for each, dropping the lowest and highest scores, and creating grading scales for letter grades – all of which enable Grade Book to accurately calculate overall course grades.

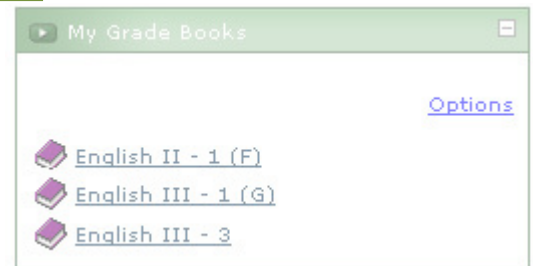
ACCESSING THE GRADE BOOK

The Grade Book can be accessed by the teachers from two places.

1. **The Section Page** – On each one of the group section pages, a Grade Book channel allows you to access your Grade Book for that section.



2. **The Grade Book Channel** – A channel can be turned on to appear on the **Academic Portal** to allow you to quickly access your Grade Books for a section by clicking on the book icon.



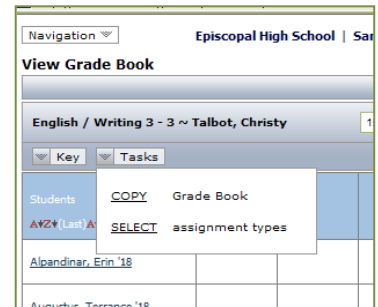
The Grade Book is a popup so upon clicking on the link the Grade Book will open in a new window. Also, you can open multiple Grade Books at the same time. Grade Book will display the students' names down the left hand side with the ability to sort the results by first name or last name, while the assignments will appear in the top row.

Navigation														SIS Academy Ian Smith		Sign Out
View Grade Book														Quick Task		
Anatomy & Physiology - 1 (B) ~ Smith, Ian														Quarter 1 (07/02 - 11/01)		Assigned
														07/01-07/07		
														From: 8/1/2007		To: 9/10/2007
Key														Tasks		Access
Reports														Record		Report Card Grades
														Save		
Students	Micro Lab	AnatColor	DNA Rev.	Lab O's 36	LM 929-28	CellMemPP	Ch3 Test	Lab 6A	Test 1	Test 2	Test 3				Cum. Grade	
▲▼ (Last) ▲▼ (First)	Max: 100 08/01	Max: 100 08/06	Max: 100 09/09	Max: 100 08/13	Max: 100 08/16	Max: 100 09/20	Max: 100 09/22	Max: 100 06/27	Max: 100 09/07	Max: 100 09/07	Max: 100 09/07					
Adams, Samuel '08	85			99	95										94.21	
Jones, Chris '08	85			99											98.55	
Mauritius, Patrick '08	90			99											99.00	
Pride, Kelly '08	85														97.27	
Rose, Juliette '08	85														97.27	
Standish, Frederick '09	85														97.27	
Student, 07-C8 '08	85														97.27	

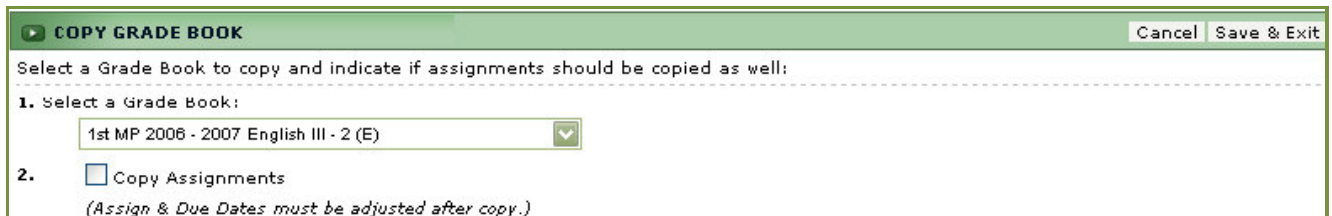
By default, the current Grade Book Marking Period is displayed, but you can change the Marking Period at any time. Also, the teacher can view the assignments by selecting the assigned or due option in the drop down list box, view the assignments for a specific week, or enter a date range for viewing the assignments (pre-populated with the start and end date of the grade book marking period).

SETTING UP THE GRADE BOOK

Only two options appear initially when you are setting up a new Grade Book, **Copy Grade Book** and **Select Assignment Types**. These appear as links under the **Tasks** drop down Menu. (More options will appear once you have added the assignment types.)



Copy Grade Book – If you have taught the class in a previous year or term, you can choose to copy your Grade Book settings and assignments (only recommended for year to year for yearlong courses, or term to term for single term courses). *(Use this for next year or next term only.)*




The 'COPY GRADE BOOK' dialog box has a title bar with 'Cancel' and 'Save & Exit' buttons. The main text reads: 'Select a Grade Book to copy and indicate if assignments should be copied as well:'. Below this, there are two steps:

1. Select a Grade Book: A dropdown menu shows '1st MP 2006 - 2007 English III - 2 (E)'.
2. Copy Assignments
(Assign & Due Dates must be adjusted after copy.)

1. To copy your Grade Book settings choose the Grade Book from a previous term/year to copy select to copy assignments (if necessary) and save.
2. This will copy all of the settings (and assignments, if they were selected) that were previously created for the Grade Book and apply it to the new Grade Book.

Select Assignment Types – The process of selecting the assignment types *must be done* if the Grade Book is being setup for the first time.

1. The assignment types (created by the Academic Group Manager) are available for you to select and use within your Grade Books. To add an assignment type to the Grade Book click **Add** on the top right of the screen.



The 'ASSIGNMENT TYPES' dialog box has a title bar with 'Cancel' and 'Add' buttons. The main area shows a table with columns 'Assignment Type' and 'Weight'. Below the table, it says 'No assignment types exist.'

ADDING ASSIGNMENT TYPE

When adding an assignment type to a Grade Book you must enter the following information:

1. **Assignment Type** – From the drop down list, choose the assignment types that will be used.
2. **Calculation Method** – The calculation method that you use to calculate the cumulative grades needs to be defined per assignment type. The calculations are Percentages, Total Points and Total Points with Weights.
 - a. **Total Points** – Used if all assignment types are weighted the same and the weighting of the assignment exists on the points that assignment is worth.
 - b. **Percentages** – Used if each assignment type is worth a percentage of the overall cumulative grade.
 - c. **Total Points with Weights** – Used if each assignment is weighted by the points it is worth, but each assignment type is worth a percentage of the overall cumulative grade.
3. **Letter Grade Scale** – For those of you that grade specific types of assignments using a letter grade scale, you would choose the letter grade scale from the drop down list box.
4. **Weight (%)** – Provided that you selected the calculation method of Percentages or Total Points with Weights, you need to indicate the weight of that assignment type.
5. **Number to Drop** – This field gives you the ability to indicate the number of assignments of this type to be automatically dropped due to their low score.

ADD ASSIGNMENT TYPE
Cancel Save & Exit

Assignment Type:

Calculation Method:

Letter Grade Scale:

Weight (%):

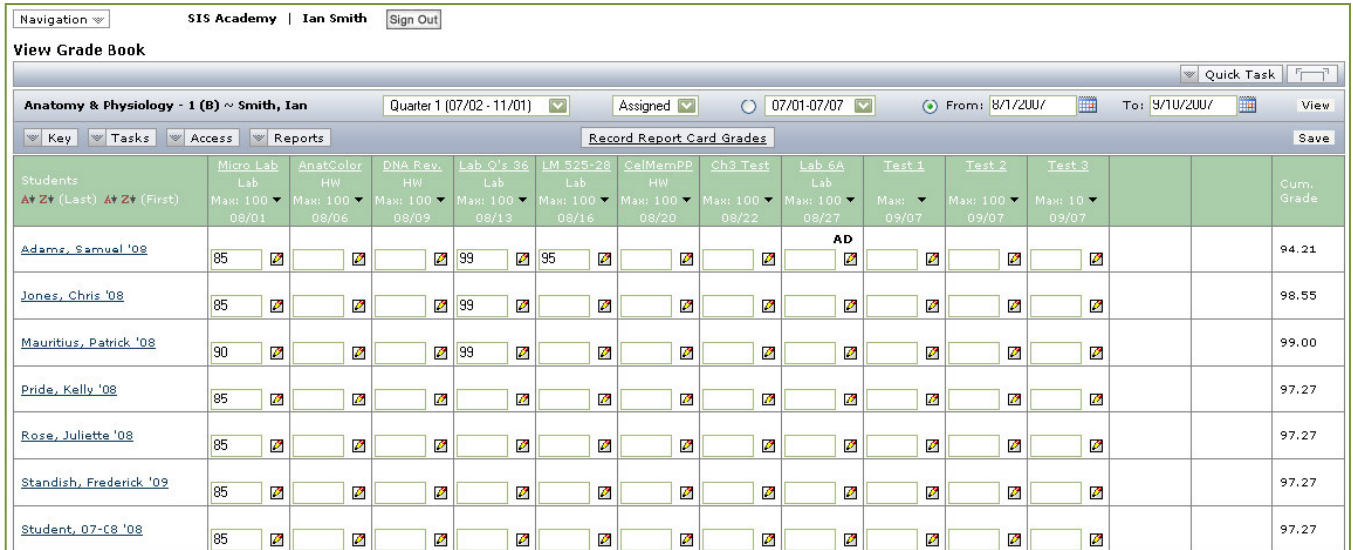
Number to Drop: (Note: Assignments will only be dropped when there are more than the number to drop.)

Add Assignment type to the following section(s):				
	Quarter 1	Quarter 2	3rd Quarter	4th Quarter
English III - 1 (G)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
English III - 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Click here for information on Calculation Method Formulas.](#)

MANAGING GRADE BOOK ASSIGNMENTS

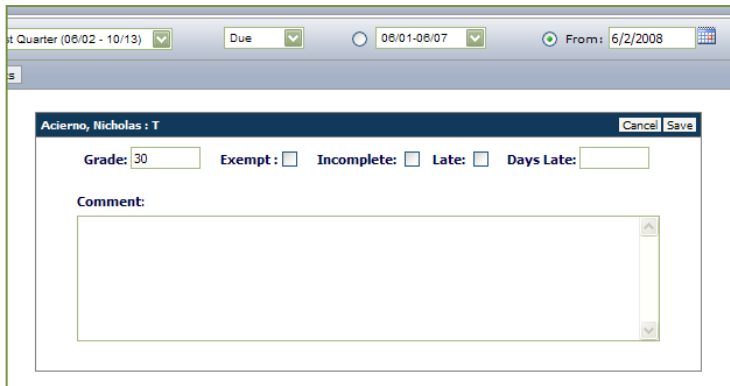
When the Grade Book has been setup (assignment types selected, calculations set), the Grade Book will display the links under the four drop down menus at the top left.



Students	Micro Lab	AnatColor HW	DNA Rev. HW	Lab Q's 35	LM 525-28	CalcMemPP	Ch3 Test	Lab 6A	Test 1	Test 2	Test 3	Cum. Grade
AA Z+ (Last) A+ Z+ (First)	Max: 100 08/01	Max: 100 08/06	Max: 100 08/09	Max: 100 08/13	Max: 100 08/16	Max: 100 08/20	Max: 100 08/22	Max: 100 08/27	Max: 100 09/07	Max: 100 09/07	Max: 100 09/07	
Adams, Samuel '08	85			99	95			AD				94.21
Jones, Chris '08	85			99								98.55
Mauritius, Patrick '08	90			99								99.00
Pride, Kelly '08	85											97.27
Rose, Juliette '08	85											97.27
Standish, Frederick '09	85											97.27
Student, 07-C8 '08	85											97.27

Drop Down Menus

1. **Key drop down** – symbols used by the teacher to indicate reminders if special circumstances occur with various assignments for individual students. **AA** and **AD** are added through the attendance module and **Exempt**, **Incomplete**, **Late**, and **Add Comment** are added on the Add Comment window.

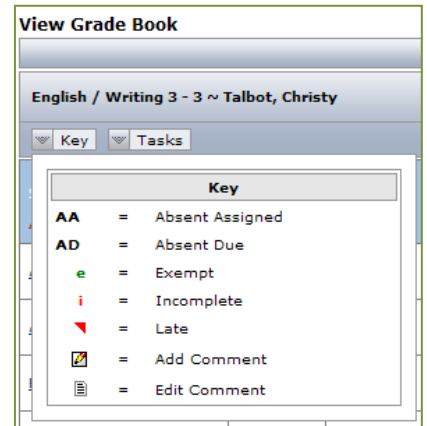


Quarter (08/02 - 10/13) Due 08/01-08/07 From: 6/2/2008

Acierno, Nicholas : T

Grade: 30 Exempt: Incomplete: Late: Days Late:

Comment:



View Grade Book

English / Writing 3 - 3 ~ Talbot, Christy

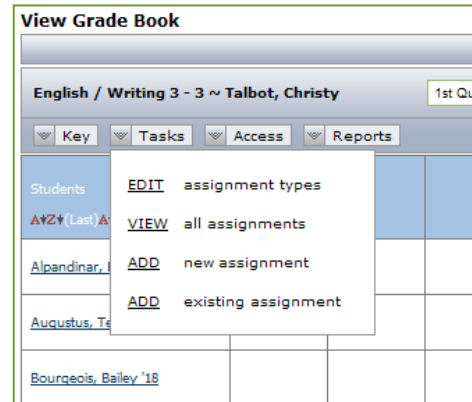
Key Tasks

Key

- AA = Absent Assigned
- AD = Absent Due
- e = Exempt
- i = Incomplete
- ▲ = Late
- 📝 = Add Comment
- ✎ = Edit Comment

2. **Tasks drop down** - allows the teacher to select links to complete various tasks such as:

- Edit assignment types
- View all assignments
- Add new assignments
- Add existing assignments



Edit Assignment Types - At any time you can edit the assignment type and change the calculation method, weight or number to drop for the assignment type. However, if the assignment type is associated with assignments it **cannot** be removed from the Grade Book. Or, if the assignment type is associated with assignments that are graded using a letter grade scale, the letter grade scale **cannot** be removed from the assignment type, unless the grades are removed.

View All Assignments – Displays by default those assignments that are currently active for that section. However, you have the ability to view previous or future assignments, as well as add new assignments or existing assignments.

Add New Assignment – The process of adding assignments can be completed in two steps.

Step 1 – Select Number of Assignments and Groups – In the first step, you must select the number of assignments that are to be added (up to 10 assignments at once) and the sections that will receive the assignment(s). However, It is important to note that when adding 2 or more assignments the ability to add additional information for that assignment (links, downloads and extra detail) is **not** available.

ADD ASSIGNMENT(S)

Step 1 of 2 Cancel Next

Select number of assignments and groups
Select the number of assignments and the sections you wish to add the assignments to.
Click "Next" to continue.

Number of Assignments: (NOTE: To use the quick add format choose more than 1 assignment)

Available:

Academics

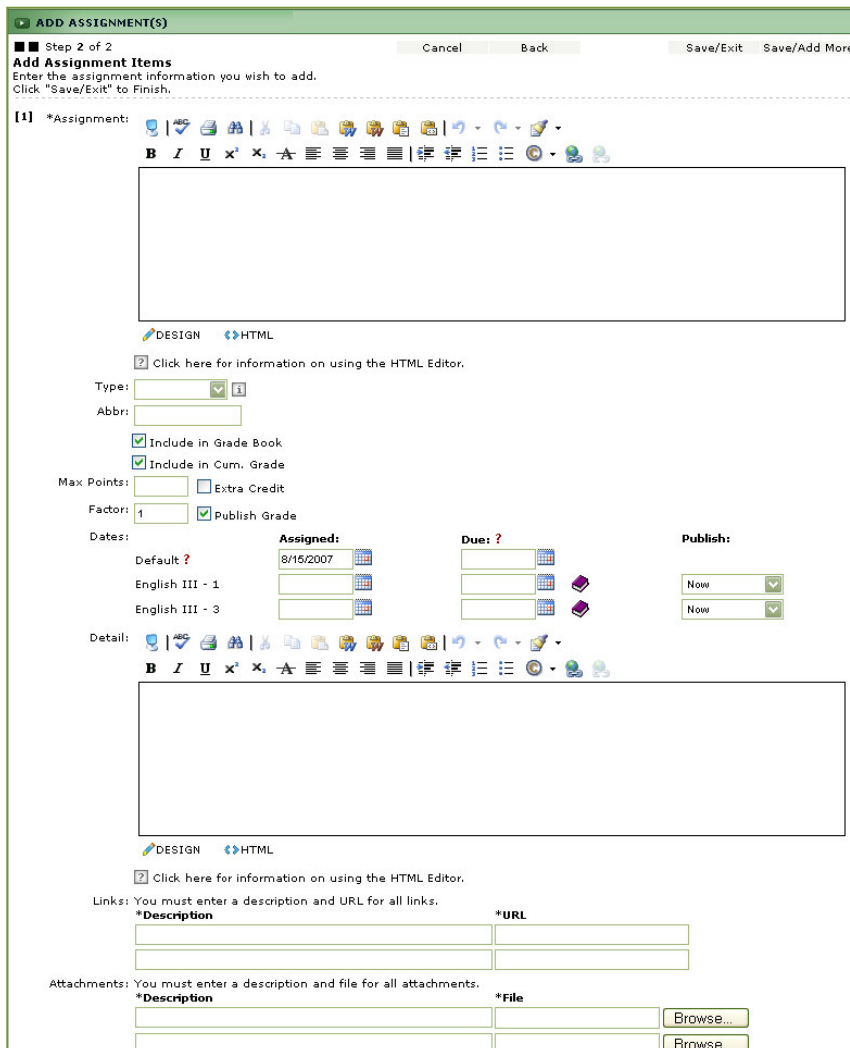
English II - 1 : John Appleseed
English III - 1 : John Appleseed
English III - 3 : John Appleseed

Selected:

Academics

English III - 1 : John Appleseed
English III - 3 : John Appleseed

Step 2 – Add Assignment – Depending on the number of assignments chosen to be added in step 1, you will either have the ability to add additional information (one assignment added) or you won't have the ability to add additional information (2 or more assignments added). However, the procedures for applying that assignment to the Grade Book are the same. **(This image is for adding 1 assignment.)**



Assignment (brief description) – This is a required field and must be completed for all assignments that are being created (255 is the maximum number of characters allowed).

Type – By attaching the assignment type to the assignment it will allow the proper calculation to take effect.

Assignment Abbreviation – This will show up in the Grade Book header and should be a short description of that assignment (10 characters is the maximum number of characters allowed).

Include in Grade Book – Select this option if you want the assignment to appear in the Grade Book.

Include in Cum Grade – This checkbox will make the grade that is recorded affect the overall cumulative grade for the students.

Maximum Points – This text box will indicate the points that this assignment is worth.

Factor – The number of times that this assignment will be counted towards the cumulative grade. (If the calculation is **total points**, this number will be 1.)

Extra Credit – If this checkbox is checked then this assignment will only affect the cumulative grade in a positive way.

Publish Grade – If the grades are being published to other roles in the community (Advisor, Parent, Student), that assignment that has been indicated to publish grades will display the grades to others.

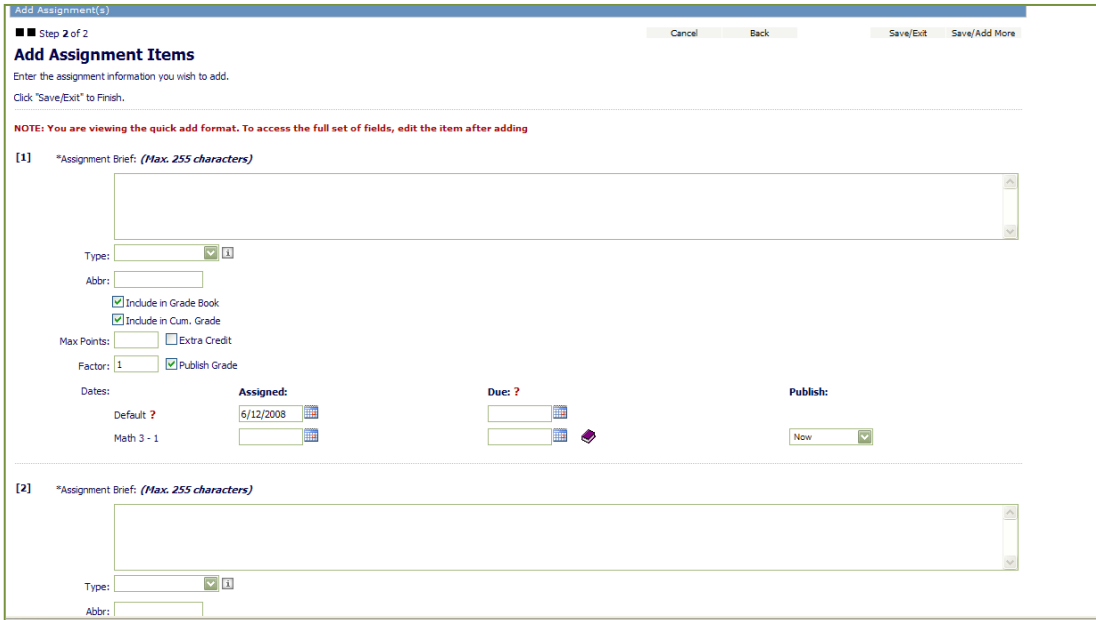
Assigned Date and Due Date – The assigned date defaults to the day you are entering the assignment while the date the assignment is due is required to be entered. Default will give the same assigned and due dates for all sections.

Detail – Additional detail can be added; it supports an unlimited amount of text. When this field is populated the user will be able to click on the assignment brief description from the assignment channel.

Links – Assignment specific links can be added to each assignment; when the user clicks on the assignment brief they will be able to access the link.

Attachments – Assignment specific files can be uploaded to the assignment; when the user clicks on the assignment that file can be opened.

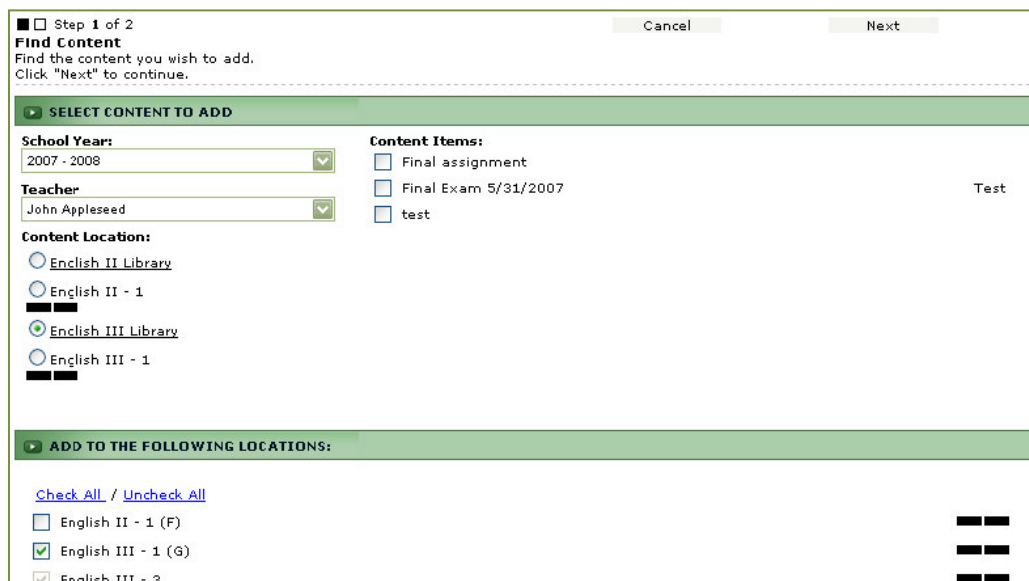
(This image is the quick add format used when adding more than one.)



When the assignment information has been entered and the assignment settings for Grade Book have been completed, click Save and Exit. This adds the assignment to the Grade Book and depending on the date range selected, it will appear in the column with the rows where you can enter grades for the students on the roster.

Add Existing Assignments – When choosing to add existing assignments you can choose to add assignments from the previous year for that course taught by you or by another teacher. The process requires 2 steps.

Step 1 – Find Content – Using the filters you can search for a previous school year, teacher and course. When the appropriate results are returned you can identify those assignments that are to be copied by placing a checkmark next to the assignment. Furthermore, you can identify the sections that will be receiving that assignment by indicating it with a check next to the appropriate course.



Step 2 – Enter Content Information – Those assignments that were selected to be added need to have an assign date and a due date entered for it. Just as if it is your own assignment you can ✓ **Create a new copy** of the assignment. The Grade Book settings, (abbreviation, include in cum grade, include in Grade Book, max points, factor, extra credit and publish grade) for that assignment will automatically get copied over to the new assignment.

■ ■ Step 2 of 2 Cancel Back Save & Exit

Enter Content Information
Enter information about the content.
Click "Save & Exit" to Finish.

If you wish to make gradebook assignment changes for assignments with previously recorded grades select 'Create a new copy' before saving.

Final assignment Create a new copy

English III - 1	Assigned: 8/15/2007	Due: <input type="text"/>	<input checked="" type="checkbox"/> Publish
English III - 3	8/15/2007	<input type="text"/>	<input checked="" type="checkbox"/> Publish

3. **Access drop down** - used to publish grades to the different the groups who may have access to the Grade Book grades

4. **Reports drop down** – provides links to several statistical reports

View Grade Book

Math 3 - 1 ~ Lemoine, Joanna

Due: 06/01-06/07 From: 6/2/2008

Key Tasks Access Reports

Students

- Advisor
- Parent (06/08 to 06/15)

Acerno, Nicholas '18	30				
Andreeff, Louise '18					
Clarks, Christopher '18					

View Grade Book

Math 3 - 1 ~ Lemoine, Joanna

Due: 06/01-06/07 From: 6/2/2008

Key Tasks Access Reports

Students	30	Grades - By Student
ANZY (Last) ANZY (First)	06/15	Grades - By Student with Comments
Acerno, Nicholas '18	30	Comments - By Student
Andreeff, Louise '18		Exempt - By Student
Clarks, Christopher '18		Incomplete - By Student
Dumas, Cameron '18		Late - By Student
Fields, Robert (Justin) '18		Averages - By Assignment Type
Grantham, Grant '18		Details - By Assignment Type
Hanks, Shelby '18		Grades - By Assignment Type
		Cumulative Grade - By Section
		Grades - For Dropped Courses
		Grade Book Printout
		Empty Assignment Grid Report

USING THE GRADE BOOK

Once the Grade Book has been setup for the sections and assignments have been added, the students can be graded, comments can be recorded, and reports can be generated for the sections.

The Grade Book's main screen has the ability to be customized to show the information within a specific date range (the default is the beginning and end date of the current marking period), a week's time span, assigned vs. due assignments and you have the ability to quickly switch to a different Grade Book Marking Period. Furthermore, you can sort the students by first name or last name in either alpha order or reverse alpha order (the default is alphabetical order by last name).

View Grade Book														
Anatomy & Physiology - 1 (B) ~ Smith, Ian														
Quarter: (07/02 - 11/01) Assigned 07/01/07/07 From: 8/1/2007 To: 9/10/2007														
Key	Tasks	Access	Reports	Record Report Card Grades										Save
Students	Micro Lab Lab	AnatColor HW	DNA Rev. HW	Lab Q's 36 Lab	LM 525-28 Lab	CellMemPB HW	Ch3 Test	Lab 6A Lab	Test 1	Test 2	Test 3		Cum. Grade	
A-Z+ (Last) A-Z+ (First)	Max: 100 08/01	Max: 100 08/06	Max: 100 08/09	Max: 100 08/13	Max: 100 08/16	Max: 100 08/20	Max: 100 08/22	Max: 100 08/27	Max: 100 09/07	Max: 100 09/07	Max: 100 09/07			
Adams, Samuel '08	85			99	95			AD					94.21	
Jones, Chris '08	85			99									98.55	
Mauritius, Patrick '08	90			99									99.00	
Pride, Kelly '08	85												97.27	
Rose, Juliette '08	85												97.27	
Standish, Frederick '09	85												97.27	
Student, 07-08 '08	85												97.27	

Managing Assignments

In order to see more detail or edit a specific assignment for the class you can click on the Assignment Abbreviation and go directly into that assignment. Or, by placing the cursor of the mouse over the Assignment Abbreviation a region will appear displaying the short description of that assignment, the included in cum grade and extra credit indicator.

View Grade Book				
Math 3 - 1 ~ Lemoine, Joanna				
1st Quarter (06/02 - 10/13) Due				
Key	Tasks	Access	Reports	
Students	I Test	I Test	HW HW	HW HW
A-Z+ (Last) A-Z+ (First)	Max: 30 06/13	Max: 30 06/13	Max: 10 06/13	Max: 10 06/13
Acierno, Nicholas '18	30			
Andreeff, Louise '18				
Clarke, Christopher '18				

HW
Work Sheet - #2
Included in Cum. Grade: yes
Extra Credit: no

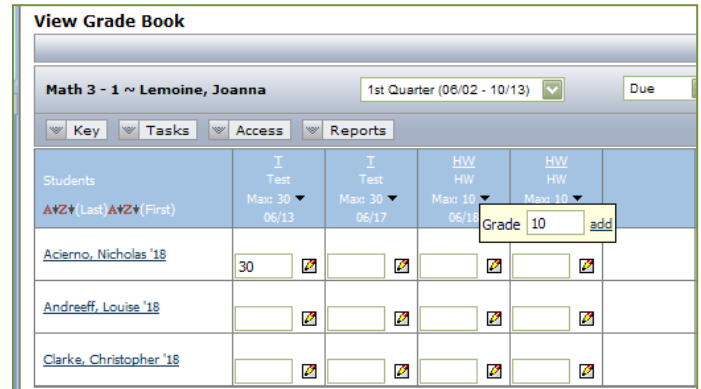
View Grade Book				
Math 3 - 1 ~ Lemoine, Joanna				
1st Quarter (06/02 - 10/13) Due				
Key	Tasks	Access	Reports	
Students	I Test	I Test	HW HW	HW HW
A-Z+ (Last) A-Z+ (First)	Max: 30 06/13	Max: 30 06/17	Max: 10 06/13	Max: 10 06/13
Acierno, Nicholas '18	30			
Andreeff, Louise '18				
Clarke, Christopher '18				

Grade 10 add

GRADING ASSIGNMENTS

Assignments can be graded in two ways:

1. Grades can be recorded for the individual assignments by either typing the grade received in the box, or if a letter grade scale was chosen for that assignment type, you must select the appropriate grade from the drop down list box. When the grades have been entered you must save the grades by clicking Save on the top right of the Grade Book. These grades will then be factored into calculating the cumulative grade (column on the far right).
2. All of the students for the course can receive the same grade for an assignment by clicking on the (▼) next to the assignments points. This will open a box next to that assignment that allows the teacher to enter the numeric grade or select the letter grade that all of the students will receive for that assignment. Then, by clicking 'add' that grade will be applied to all of the students for that assignment.



View Grade Book

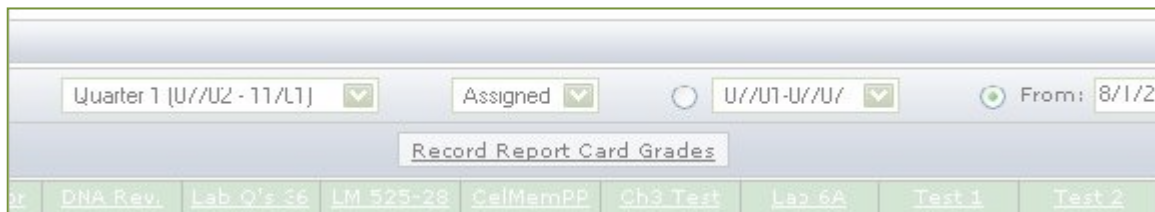
Math 3 - 1 ~ Lemoine, Joanna | 1st Quarter (06/02 - 10/13) | Due

Key | Tasks | Access | Reports

Students	I Test Max: 30 06/13	I Test Max: 30 06/17	HW HW Max: 10 06/16	HW HW Max: 10	
▲▼ZY(Last) ▲▼ZY(First)				Grade 10 add	
Acierno, Nicholas '18	30				
Andreeff, Louise '18					
Clarke, Christopher '18					

REPORT CARDS

When a grading period has begun (defined by the Grading Manager) a link will appear on the Grade Book Screen which will allow the teacher to access the Record Grades Screen, where they will be able to enter in a combination of grades and/or comments to appear on a report card. This link only appears when the grading period is open, if the grading period passes or has not begun this link will not appear.



Quarter 1 (U7/U2 - 11/L1) | Assigned | U7/U1-U7/U7 | From: 8/1/2

[Record Report Card Grades](#)

	DNA Rev.	Lab Q's 36	LM 525-28	CellMemPP	Ch3 Test	Lab 6A	Test 1	Test 2

***NOTE: More will come on this process as we get into the grading period.**




TROUBLESHOOTING

If a particular grade seems to have no affect on the cumulative grade there are a few reasons why this might happen...

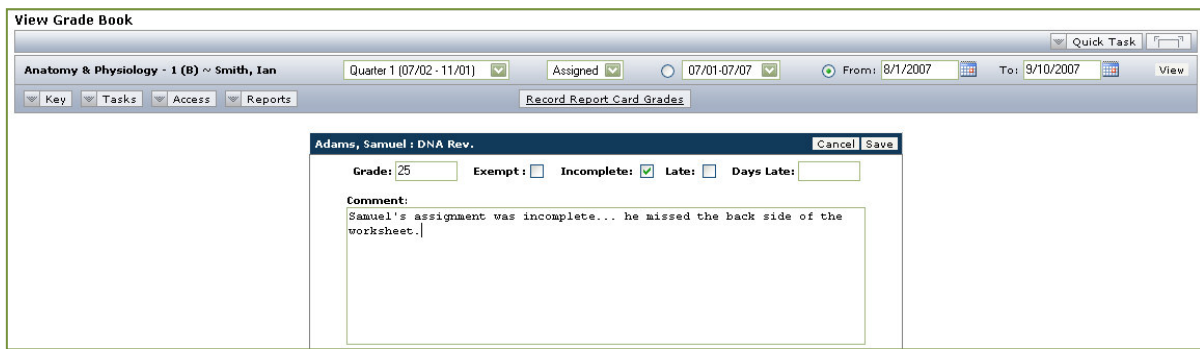
1. *The assignment was specified to not be included in the cumulative grade*
 - a. Troubleshoot: Place the cursor of the mouse over the assignment in the header, if the Include in Cum Grade Indicator shows that the assignment is not included, simply edit the assignment and check the appropriate flag.
2. *The assignment type has a number to drop indicator set and this is the lowest grade of that assignment type.*
 - a. Troubleshoot: First, note the assignment type for the assignment, then go to Edit Assignment Types, click on the Assignment type in question and look to see if the Assignment Type has a number of assignments set to drop.
3. *The calculation method for this assignment type has not been specified or the weight for the assignment type has not been set.*
 - a. Troubleshoot: First, note the assignment type for the assignment, then go to Edit Assignment Types, click on the Assignment Type in question and look to see if the Assignment Type has a calculation method and the weight has been set appropriately (if calculation method is percentages or total points with weights).
4. *The student may have been marked as exempt from the assignment.*
 - a. Troubleshoot: If the student has been marked as being exempt from the assignment the grade recorded will not affect the cumulative grade, however, the Grade Book will indicate those students who have been marked as exempt with a helpful icon. The icon for exempt is a lower case "e" and is displayed in the same box as the assignment grade for the student. The exempt can be removed by clicking the pencil (or paper icon) to the right of the grade box for the assignment and then removing the checkmark for the exempt indicator.
5. *The assignment has been marked as extra credit but there are no other assignments of that assignment type that have been graded.*
 - a. Troubleshoot: Place the cursor of the mouse over the assignment in the header, if the Extra Credit Indicator shows that the assignment is extra credit and it should not be, simply edit the assignment and check the appropriate flag. However, if it is supposed to be an extra credit assignment but, there are no other assignments of that type recorded "normally" the extra credit will be computed when an assignment of that type is recorded that is not an extra credit assignment.

ADDING NOTES AND COMMENTS

Along with grades, you can also enter "notes" for the student's assignments. These "notes" could be a comment regarding a student's performance on an assignment, or indicate that the assignment was incomplete, exempt and late (as well as the number of days late). The "notes" are displayed on the Grade Book using helpful icons and are explained in the key to the right of the Grade book Screen. These icons are:

- AA** – Absent the day the assignment was assigned
- AD** – Absent the day that assignment was due
- e** – Exempt (meaning the cumulative grade will not be affected by the grade entered in for the student)
- i** – Incomplete, the assignment for the student was marked incomplete
-  – The assignment for the student was marked as late
-  – Comment has been written for the student (can be clicked on to edit a comment and add other indicators)
-  – Comment has not been written for student (can be clicked on to add a comment and other indicators)

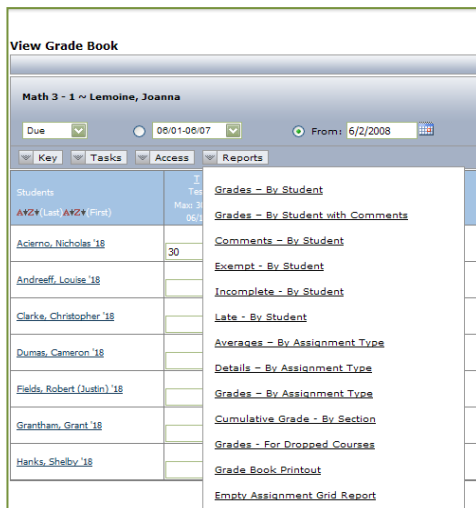
To add a note for a student (except for AA and AD, which are added by recording attendance for the section) and to add the other indicators (exempt, incomplete or late) you must click on the pencil or the paper icon that appears in the grade column for that student. Once this icon is selected you are directed to a new screen where you can add or edit the note.



When the comment is added for the student the pencil turns into a piece of paper to indicate that a comment has been written for the student's assignment.

REPORTS

You have access to 13 different statistical reports for your classes. Each of the individual reports is accessed by clicking on their link. Explanations for each are listed below:



1. **Grades – By Student** – By first selecting the school year and choosing a particular student you can generate all of the assignment grades recorded for the student during that marking period.
2. **Grades – By Student with Comments** – Similar to the Grades by Student Report, this report displays the assignment grades recorded for the student in the marking period and the comments (if any) that were recorded for the assignments.
3. **Comments – By Student** – Students and the comment that they received for a particular assignment are displayed in this report.
4. **Exempt – By Student** – This report displays those students (and their assignments) who were marked exempt for a particular assignment within the specified marking period.

5. **Incomplete – By Student** - This report displays those students (and their assignments) who were marked incomplete for a particular assignment within the specified marking period.
6. **Late – By Student** - This report displays those students (and their assignments) who were marked late for a particular assignment within the specified marking period.
7. **Averages – By Assignment Type** – Organized by assignment type, this report allows you to see what each individual student has for an assignment type average within a marking period. For example, if an assignment type is test and you quickly need to see what a specific student's test average is, this report will display that information, along with the class average.
8. **Details – By Assignment Type** – The filters for this report are the marking period and displaying the students by their names or the student id's and displays the assignment grades and current cumulative grade for the section.
9. **Grades – By Assignment Type** – In order to run statistics for particular assignments, this report will calculate the Mean, Median and Mode for an assignment as well as display the assignment grades recorded for each student.
10. **Cumulative Grade – By Section** – Using this report you can generate the "other" cumulative grades for the students on the roster.
11. **Grades – For Dropped Courses** – In those instances where a student transfers to a different section or transfers to the your section, you can run this report to get the student's grades for the dropped courses.
12. **Grade Book Printout** – Essentially, this report should be used by those individuals who want to have a printed copy of their Grade Book.
13. **Empty Assignment Grid Report** – Designed for the teacher who needs a portable grade book, perhaps, correcting journals or notebooks. This report allows you to print this report out and fill it in (the students on the roster appear) with the assignment and the grade earned by the student.