Utah STATE OFFICE of Education

Aspire

Secondary Grade Book

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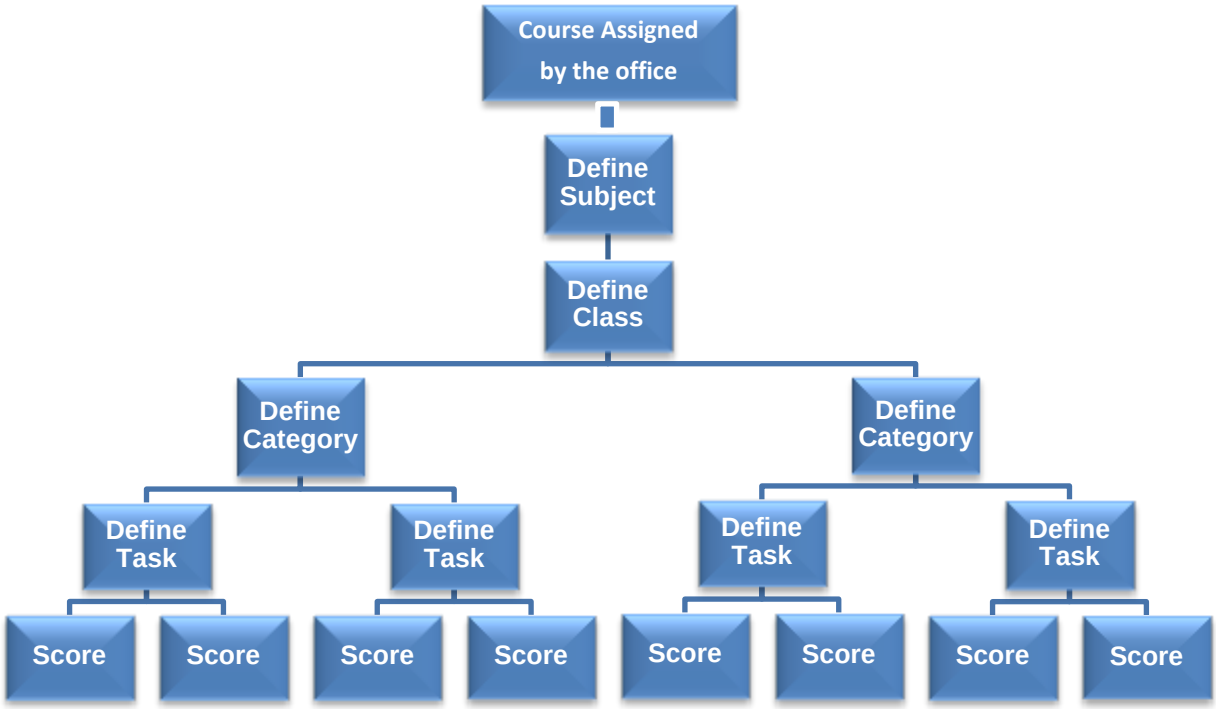
The new SIS grade book is a web application that has been designed to minimize the need to go back to the database for information. For data entry, it does increase the possibility of data loss. If you change from one screen to another without saving you will lose all of the work you have entered on that screen since you last saved. **Make sure that you save your work before switching to a different class, a different screen, or changing the Show Inactive/Hide Inactive status!**
When the web page refreshes and you have not saved the data you just entered, the data will be lost.

Updated: May 2011

Grade Book Hierarchy



Grade Book Task Bar Drop-down Menu:

SIS 2000+ Home	Define Class In Grade Book	Score Entry	Citizenship By Item	Attendance
Attendance		Student Scores	Citizenship Log	Grade Book
Change Password		Define Tasks	Define Citizenship Items	
Grade Book		Copy Tasks	Define Citizenship	
		Change Subject Assignment		
		Define Subject Template		

The Web *Aspire* Grade Book

Introduction

The grade book focus has been to allow teachers easy set up and navigation in the grade book. The grade book was created with teacher usage in mind for simple, fast, and accurate data entry. Subject Templates are used to simplify initial setup from term-to-term and from year-to-year. Citizenship is based on positive and negative incidents called Citizenship Items. Entering and editing scores is fast and convenient with the spreadsheet-like screen.

When navigating in a web browser, the user must **always** save the data entered by clicking on the save button or the data entered will be lost. Even the screen refreshing without saving data entered will be lost. Remember to always save data before navigating away from the screen.

Security →

To keep the data secure, login sessions will time out when left idle for several minutes. If the session times out and data entered has not been saved, the data will be lost.

Logging In →

The SIS2000+ Grade Book is accessed using a web browser. Ask your local SIS specialist for the URL for your school.

1. Login using your regular SIS login ID number preceded by the letter 'F' and your **confidential** SIS password (F 383). The letter 'F' signifies faculty user.

Applications → Attendance

You can use the Attendance screen without any grade book set up.

Applications → Attendance Entry

The attendance entry screen shows two calendar weeks with the current day (the date you select) in the middle of the screen. The spreadsheet-like screen allows you to easily move from cell-to-cell to enter or edit attendance codes. The top cell of the date you select will initially be selected for editing. The software will not allow you to type an invalid code. Attendance codes are set up by the office. Navigation arrows allow you to move forward or backward in two-week increments until you enter or change a student's attendance code. You will need to save the data entered or data changed before leaving the screen.

1. Select Applications on the menu bar or select the Attendance icon
2. Select Attendance

Attendance → Class Entry Screen

To use the attendance entry screen:

Attendance Totals Display next to the student name for easy viewing.

Teachers must put a check in the check box below the date and <u>save</u> to reflect they have taken attendance for the office.

To take Attendance:

1. Select Applications on the menu bar or select the Attendance icon
2. Select Attendance
3. Select the Term
4. Select the Class
5. Change the date, if desired
6. Open the **<u>Legend</u>** – the Legend will show available attendance codes:

   Attendance not taken for this date. Office attendance code. (If the office has entered the attendance, it will show up in blue.)
   Available Codes:
   - X - Absent (X)
   - . - Present (.)
   - U - Unexcused (U)
   - T - Tardy (T)
   - L - Tardy 15 min +

7. Enter or change attendance codes, as needed
8. Click Save to store your work

Applications → Grade Book Setup

Setting up the Grade Book

Academic → Define Subject Template

The Subject Template is used to define specific grading parameters. Once the template has been saved it may be copied to multiple classes and it will remain available from term-to-term and from year-to-year.

Academic → Define Subject Template:

1. Select Academic on the menu bar or the Define Subject Template icon
2. Select Define Subject Template

Prior to defining the Subject Template Definition you must answer a few basic questions:

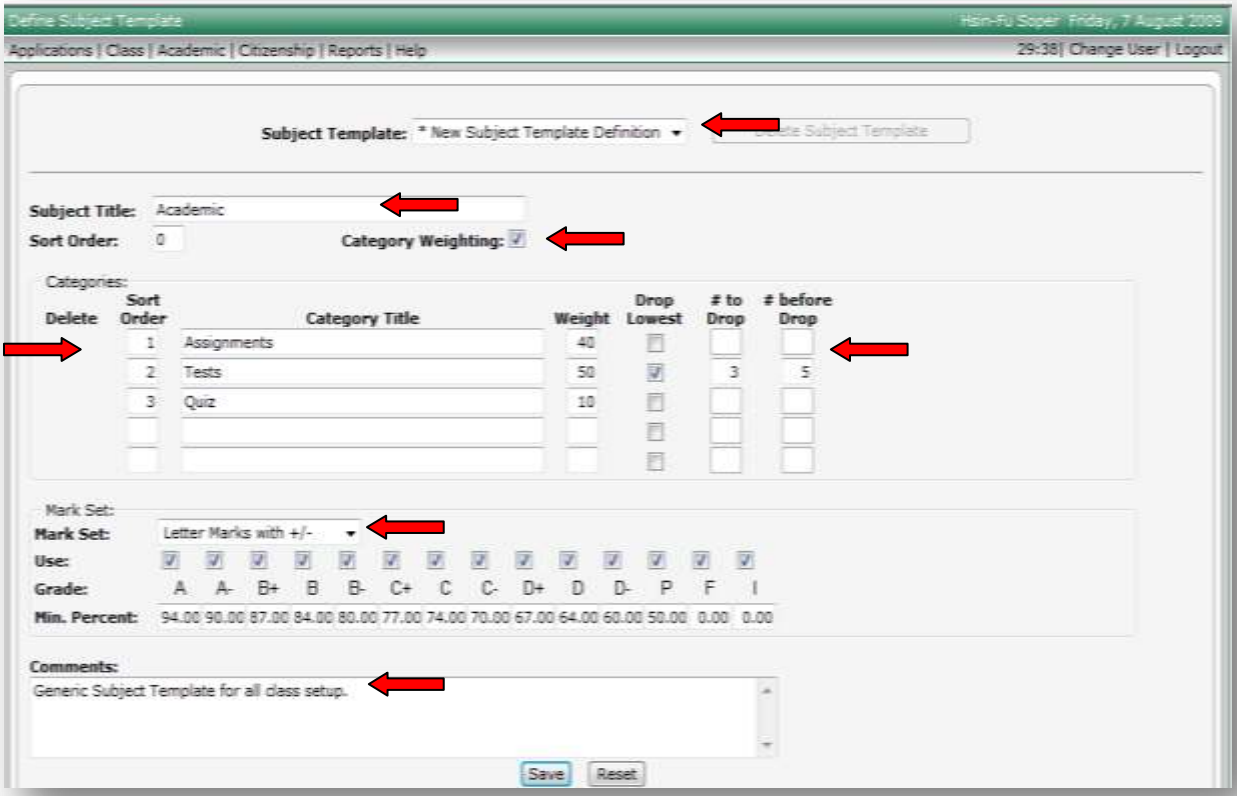
1. What will I call the Subject Template Definition? (It can be a generic name such as Academic).
2. Do I want a sort order for the Subject Template Definition? (This is if you have more than one Subject Template Definition)
3. Will I use category weighting to calculate grades? (Optional, if yes, put a check mark in the box).
4. If I plan to use category weighting, what percentage will each category have? (They should total 100.)
5. How many Category Titles will I use? (You must have at least one).
6. What will my Category Titles be named? (They can be generic names such as Assignments, Tests, Lab Work. Generic Category Titles can be copied to every class)
7. In what order do I want my Category Titles to appear? (optional)
   Enter a number for each Category Title to indicate the sort order (1, 2, 3) or you can leave the sort order blank.
8. Do I want to set up score dropping for any of my categories? (optional)
   If score dropping is checked for a given category, the system dynamically excludes the lowest score(s) that will hurt the student's mark the most.
   i. Check the Drop Lowest checkbox if you want to use this feature
   ii. Enter the number of scores to drop
   iii. Enter how many scores are needed before dropping a score
9. What Mark Set grading scale will I use? The Mark Set is usually decided by the administration. Select a Mark Set from the drop-down list (ask your school registrar/secretary which Mark Set to use)
   If you are allowed to modify the Mark Set:
   a. Uncheck the marks you don't want to use
   b. Enter your Mark Set grading scale

Academic Marks → Definition

Academic marks are calculated with or without category weighting. Blank cells are not included in the calculation but zeros are. Blank cells indicate a student wasn't enrolled in class to hand in the assignments. Ignored scores are not included in the calculation. If category weighting is being used and one or more categories are empty, a reasonably accurate mark will be calculated based upon the categories that have scores. If there is not enough score information to calculate a mark, no mark will be shown. Extra credit is defined simply as points above points possible (points possible can be zero). A student may earn more than 100% overall.

10. The Comments box is for teacher view only and does not print anywhere. These comments are about the subject template and may give teacher instruction or reminders about a particular subject template. These comments are optional.

11. Click Save to store your template.

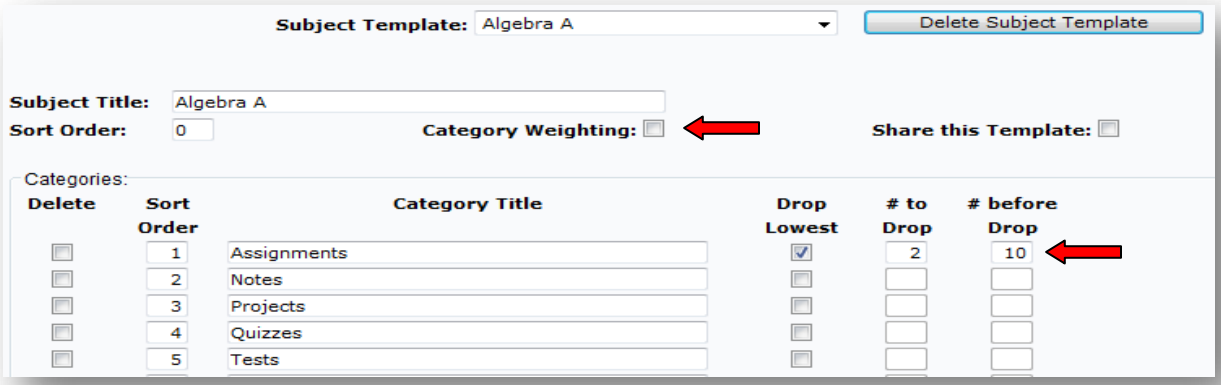


To define the Subject Template Definition:

1. Select Academic on the menu bar or the Define Subject Template icon
2. Select Define Subject Template
3. Type the name of your Subject Title
4. Select the sort order for the Subject Template Definitions if you will have more than one defined (optional)
5. Select Category Weighting (optional)
6. Name the Category Titles
7. Select the sort order of the Category Titles (optional)
8. If you selected Category Weighting, you will need to setup the weight of each Category Title
9. Select Drop Lowest -- for dropping student lowest scores (optional)
10. Select # to Drop --- for dropping student lowest scores (optional)
11. Select # before Drop -- for dropping student lowest scores (optional)
12. Select the grading Mark Set
13. Type in Comments (Optional) Subject Template comments are only viewed by the teacher and not printed
14. Click Save

Important Grade Book setup information:

There are an unlimited number of ways teachers can setup their grade book.



During the design, programmers tried to make the setup as easy as possible.

Since 'Dropping Scores' is defined by category, the software will drop the score that increases the category mark. It is possible when dropping a lowest score to have a situation where dropping one score is better for the category mark and dropping another score is better for the subject mark. This situation will only happen when a teacher has not chosen to do category weighting, has a wide range in the amount of points possible within a category, and has given large amounts of extra credit. Thus the calculation could drop 100 points out of 100 points rather than 3 points out of 8 points. A parent looking at this would wonder why this happened and think the grade book isn't working correctly when in fact, it is.

Dropping scores is designed to allow a teacher to forgive one low score of a certain type (aka, category). The results are easy to explain: when a category score is dropped, it will increase the mark (student grade) within that category. This result is not necessarily meant to forgive a lack of work in another category.

It should also be noted that because of the grade book flexibility, the teacher is able to accomplish the desired results by marking: 'do not drop' on the score they didn't want dropped.

Teachers also need to evaluate the subject percentage instead of the category percentage when dropping lowest scores in the grade book that does not use category weighting. Caution should be used when choosing this option because; it may be harder to explain to parents because the grade book will act differently depending on how it is setup, and it will allow scores in one category to overcompensate for low scores in a different category.

Please remember, setting up the grade book as simple as possible will be your best route for parents to understand the results.

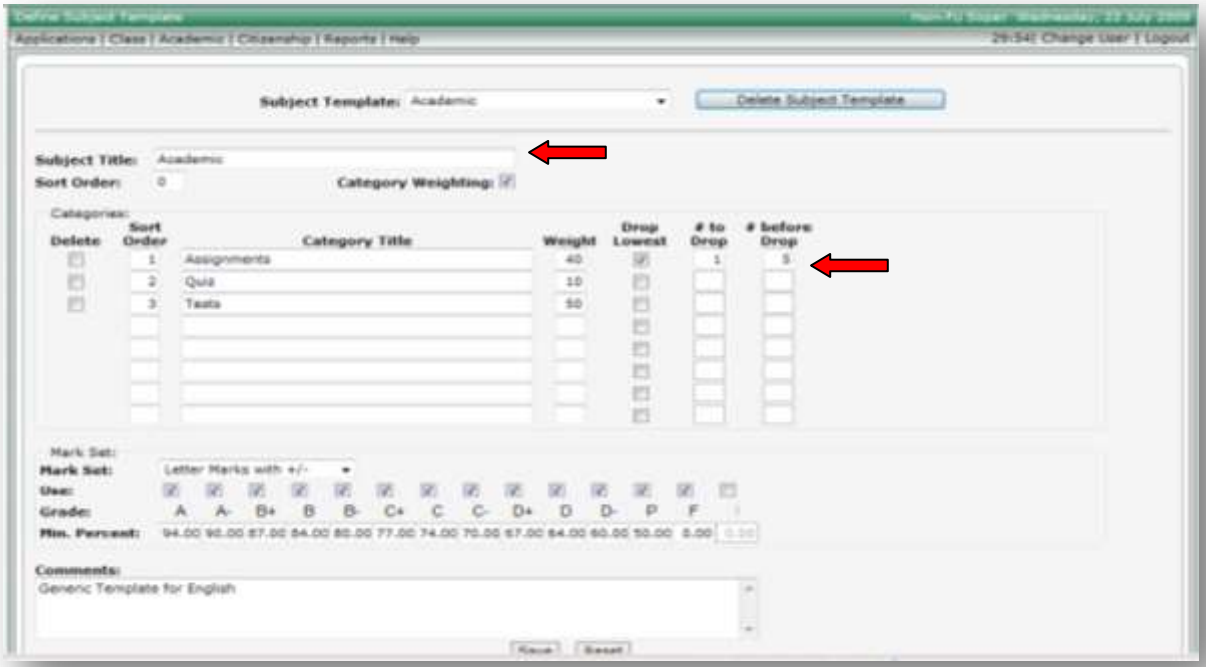
To create a new → * Subject Template Definition:

1. Select *New Subject Template Definition from the Subject Template drop-down menu and name the new Subject Template.
2. Repeat the steps listed above in Academic → Define Subject Template – Page 10

To edit a Subject Template Definition:

1. Select Academic on the menu bar
2. Select Define Subject Template
3. Select the template you wish to edit from the Subject Template drop-down list
4. Modify information as desired by:
   a. adding or deleting text
   b. checking or un-checking checkboxes in the Mark Set
5. Click Save to store your modified Subject Template

Define Subject Template screen



To delete a Subject Template Definition:

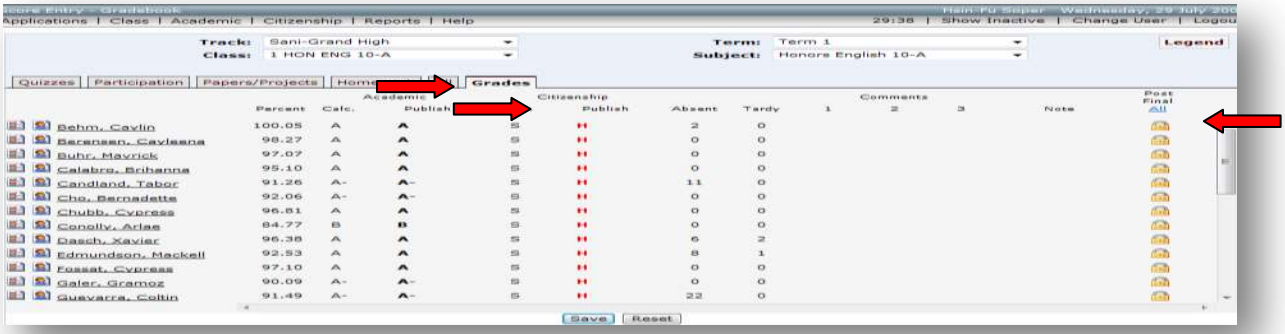
Make sure the Subject Template is not being used by any setup classes. If it is, you will need to:

First - individually delete the Citizenship Items and Citizenship marks and delete the student academic scores from active and * inactive students. If there are any Posted Citizenship Marks, or Posted academic marks, they will need to be deleted. If you have added comments to a student, they will need to be deleted.

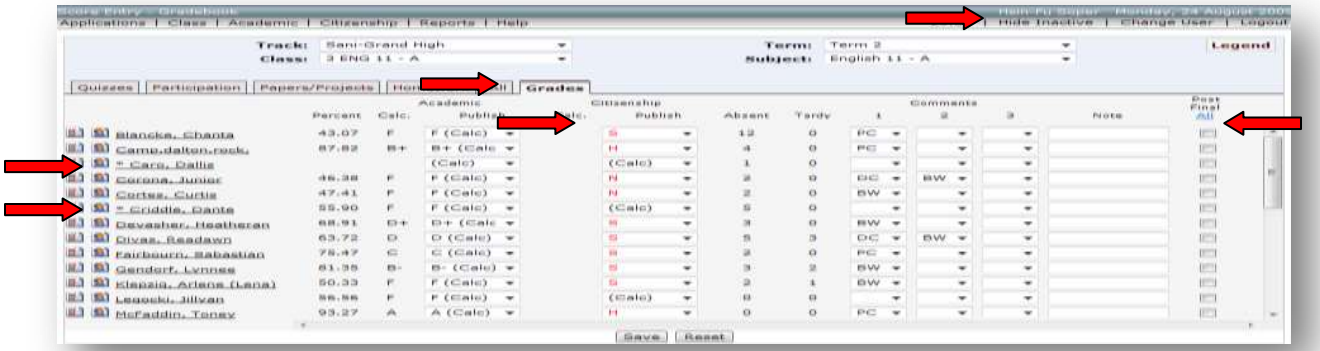
To delete Posted Citizenship Items and Posted Citizenship Marks:

If Citizenship Items and Citizenship marks have been posted 🔒, you will need to have the office or administration unlock the posted citizenship marks so that you can delete them. If a padlock 🔓 shows next to the marks, this signifies the marks have been Posted. After editing the posted citizenship marks post the marks again and save.

1. Select Academic on the menu bar
2. Select the Score Entry (the Score Entry screen is the only place you can edit and view Posted marks)
3. Select the Term attached to the Subject Template you want to delete
4. Select the Class attached to the Subject Template you want to delete
5. Select the Grades tab
6. Have the office or administration unlock your posted marks if they have been posted

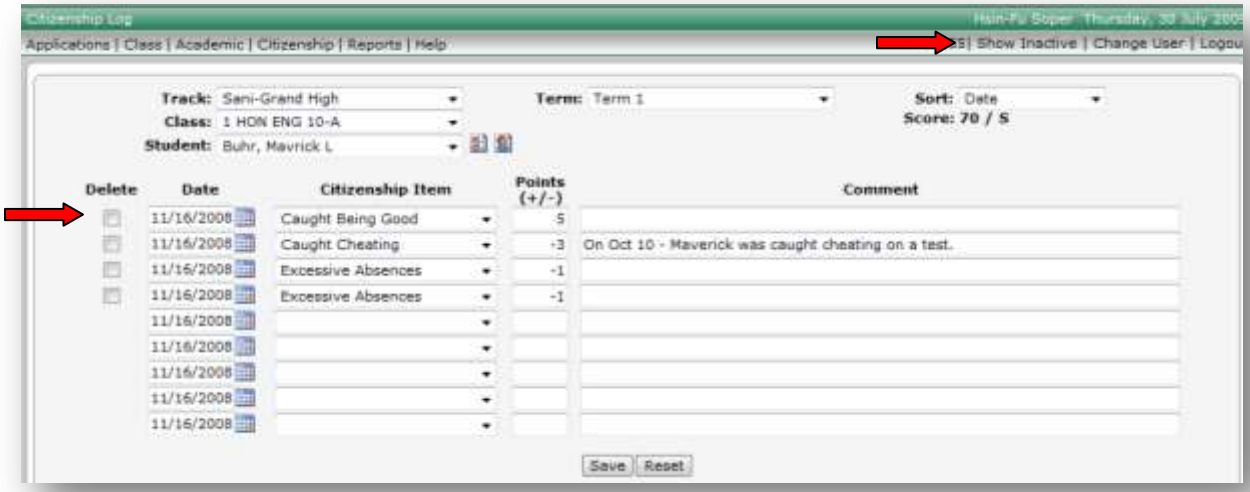


After the office has unlocked the Posted Citizenship marks, select Show Inactive on the menu bar to show * inactive students. The Posted Citizenship marks screen will now be editable.



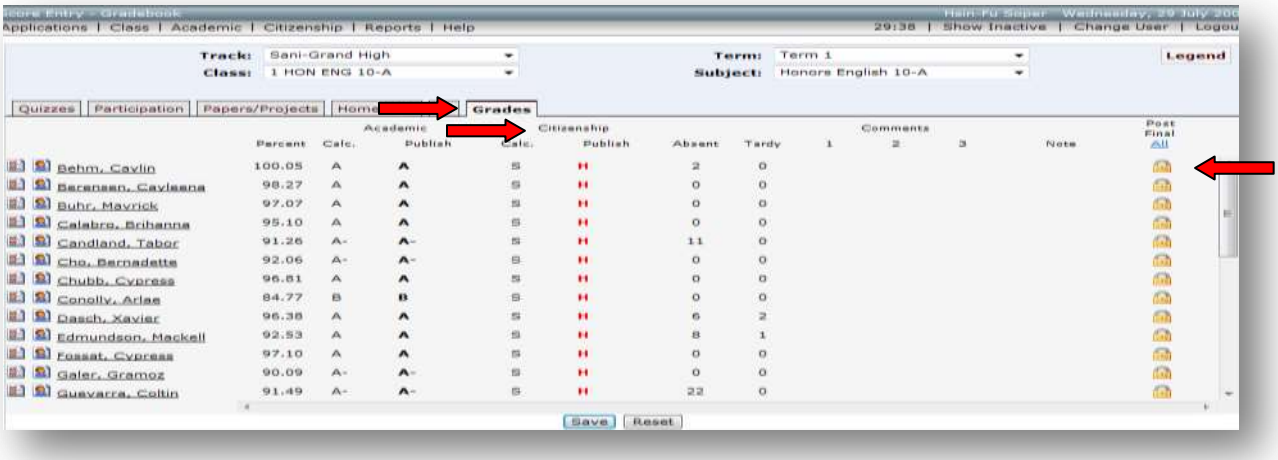
To delete Citizenship Items and Citizenship Marks:

1. Select Citizenship on the menu bar
2. Select the Citizenship Log
3. Select the Term attached to the Subject Template you want to delete
4. Select the Class attached to the Subject Template you want to delete
5. Select Show Inactive on the menu bar to include *inactive students
6. Select the Student(s)
7. Check the checkbox next to all items you want to delete that are attached to the Subject Template you want to delete
8. Click Save to delete the citizenship items
9. Repeat this for all students assigned the Citizenship Items you want to delete.

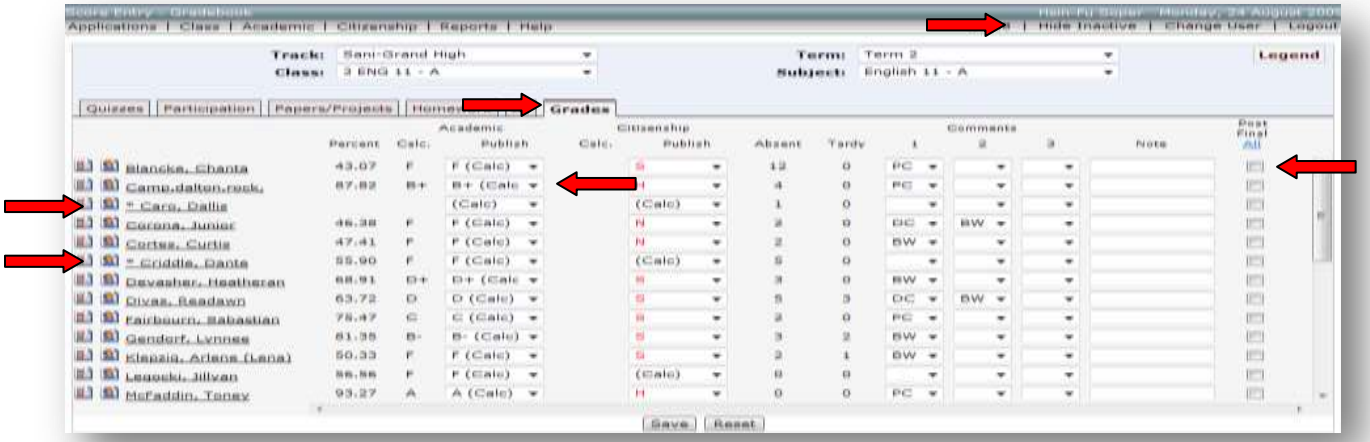


To delete scores for all Tasks (assignments):

If students have posted 🔒 academic marks, you will need to have the office or administration unlock the Posted academic marks so that you can delete them. If a padlock shows next to the academic marks, this signifies the academic marks have been Posted.

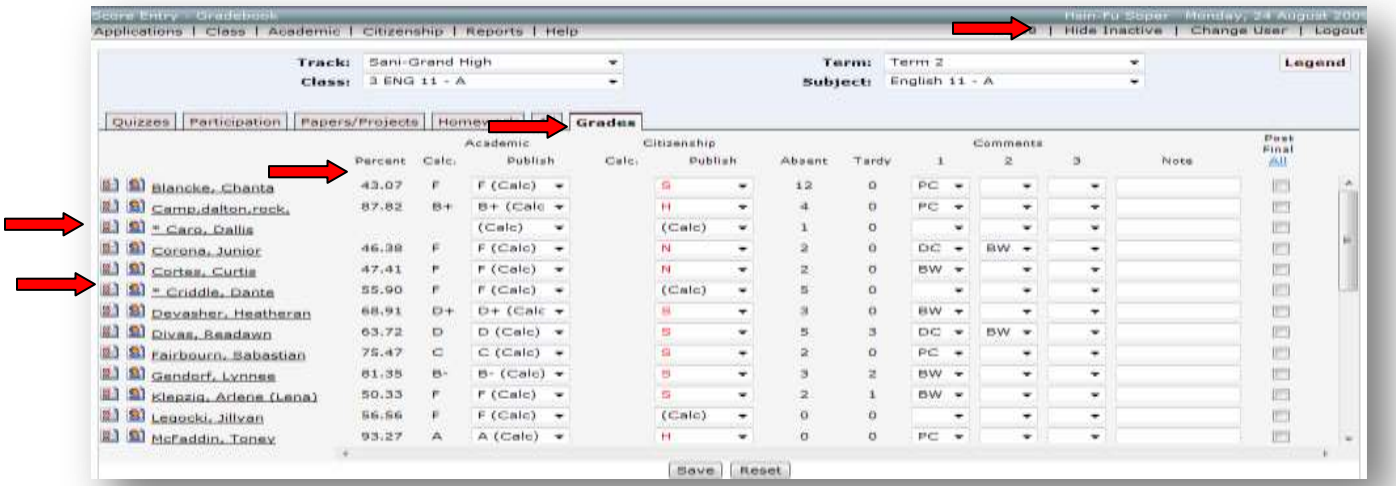


After the office has unlocked the Posted academic marks, select Show Inactive on the menu bar to show * inactive students. The Posted academic marks screen will now be editable.



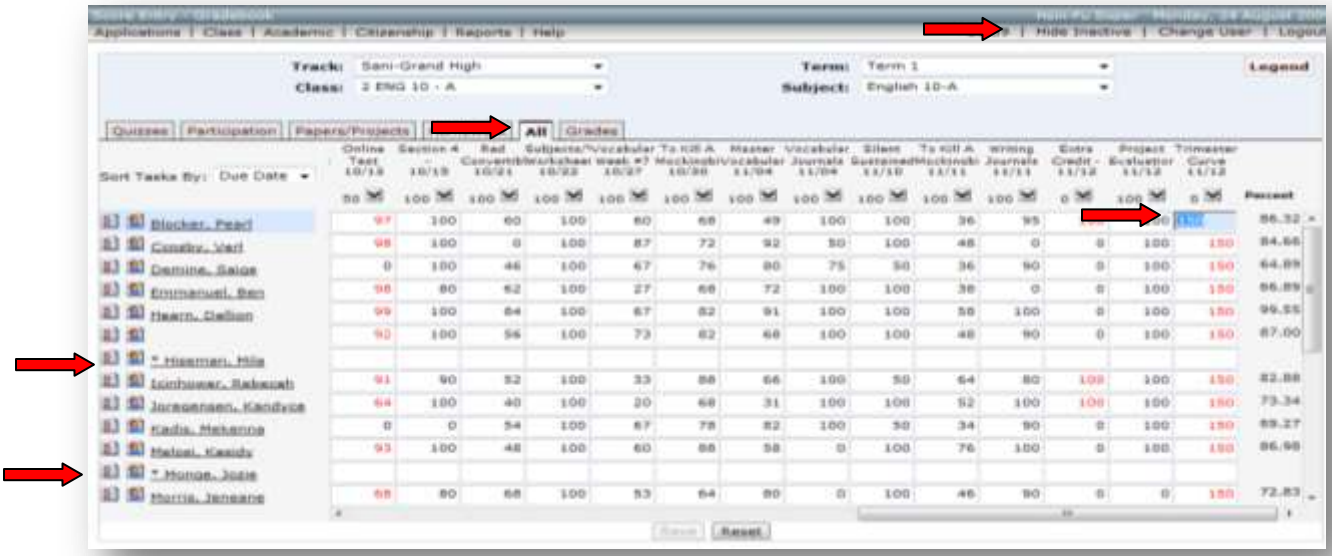
To delete scores for all Tasks (assignments):

1. Select Academic on the menu bar
2. Select Score Entry
3. Select the Term attached to the Subject Template you want to delete
4. Select the Class attached to the Subject Template you want to delete
5. Select the All tab
6. Select → Show Inactive on the menu bar located at the top – right. Selecting this will add all students to your class list that were enrolled during the school year but have exited your class. Inactive students will have an asterisk next to the *student name. Now *inactive student's scores can also to be deleted.



7. Delete all scores by selecting the scores one at a time and saving
8. Click Save for each and all score deletions
9. Delete all student comments attached to the Task you want to delete

Score Entry screen shows *inactive students

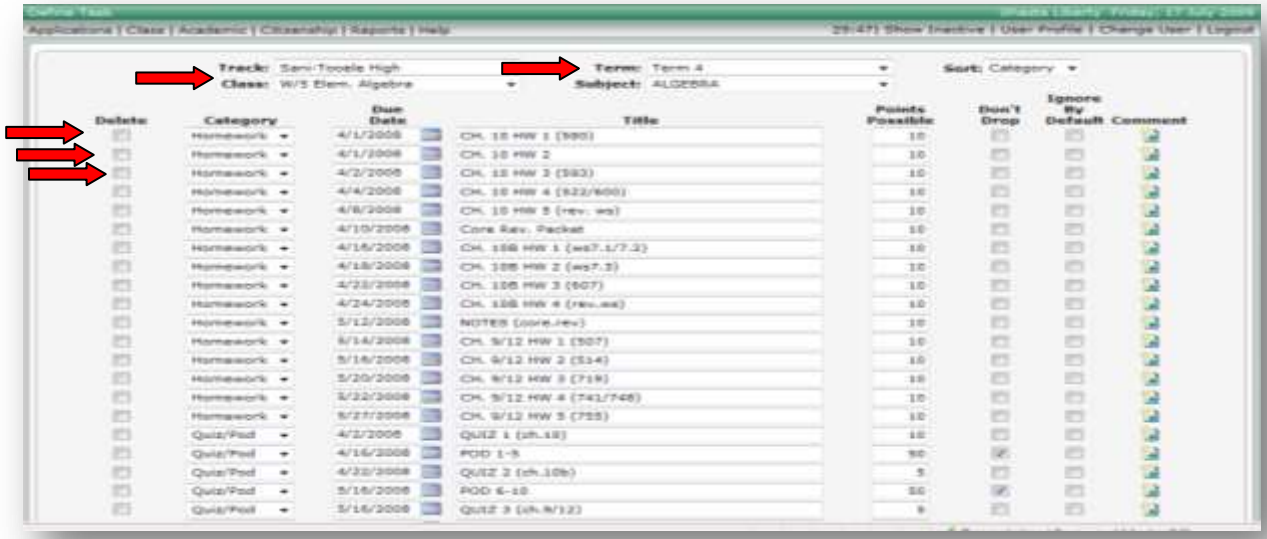


After all scores are deleted, you must delete all Tasks (assignments) defined for the category:

To delete all Tasks:

1. Select Academic on the menu bar
2. Select Define Task
3. Select the Term attached to the Subject Template you want to delete
4. Select the Class attached to the Subject Template you want to delete
5. Check the Delete boxes next to all tasks and save. All tasks for this class must be deleted to be able to delete the Define Class setup and then delete the Subject Template Definition.

Define Task screen

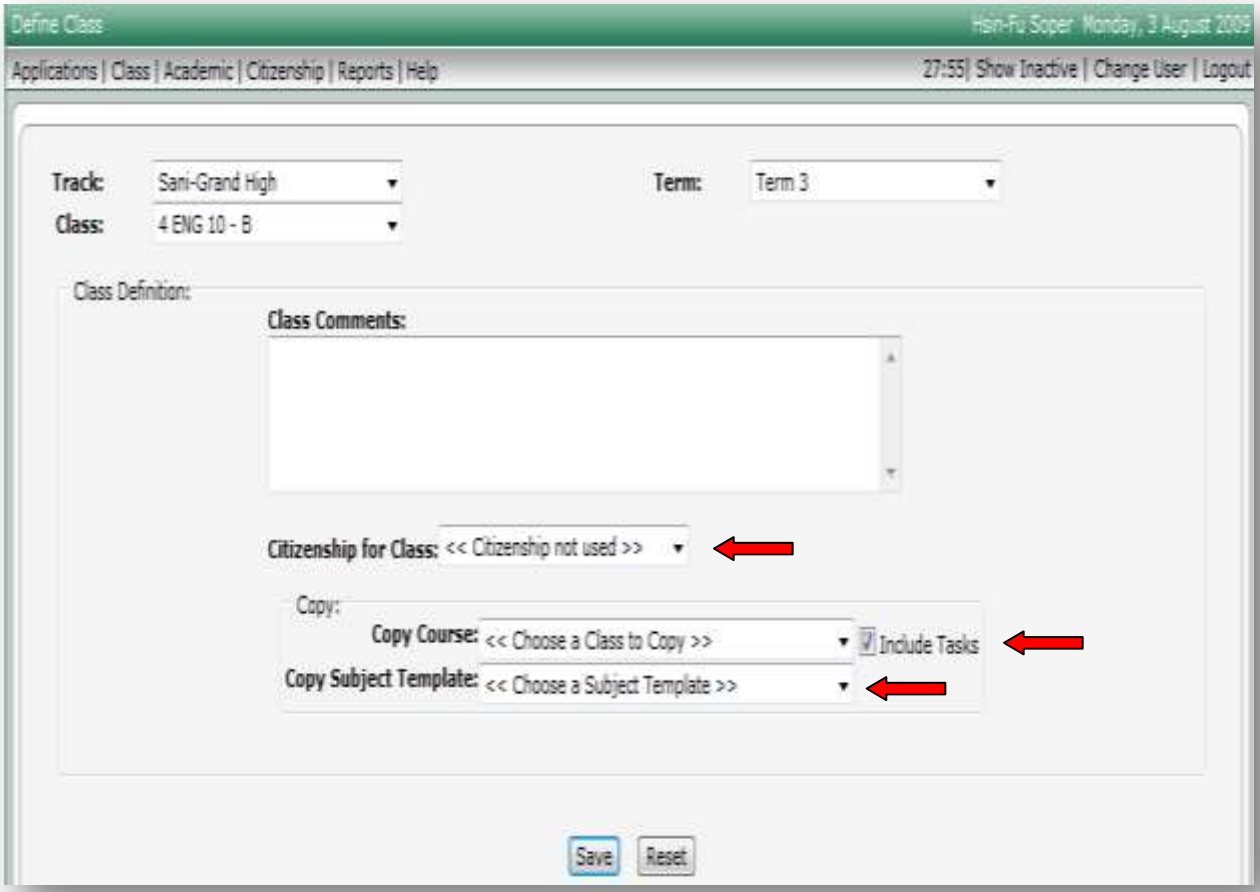


After all defined Tasks for the categories have been deleted; you must delete the Defined Class:

To delete the Defined Class:

1. Select Class on the menu bar
2. Select Define Class in Gradebook
3. Select the Term attached to the Subject Template you want to delete
4. Select the Class attached to the Subject Template you want to delete
5. Check the Delete boxes next to all Category Titles and save.
6. Click on the Delete Subject
7. If Citizenship was used, in the drop-down menu – select and <u>change it back</u> to <<Citizenship not used>> and save
8. Copy Course should be back to <<Choose a Class to Copy>>
9. Copy Subject Template should be back to <<Choose a Subject Template>>
10. Click Save to confirm the deletion of the Class

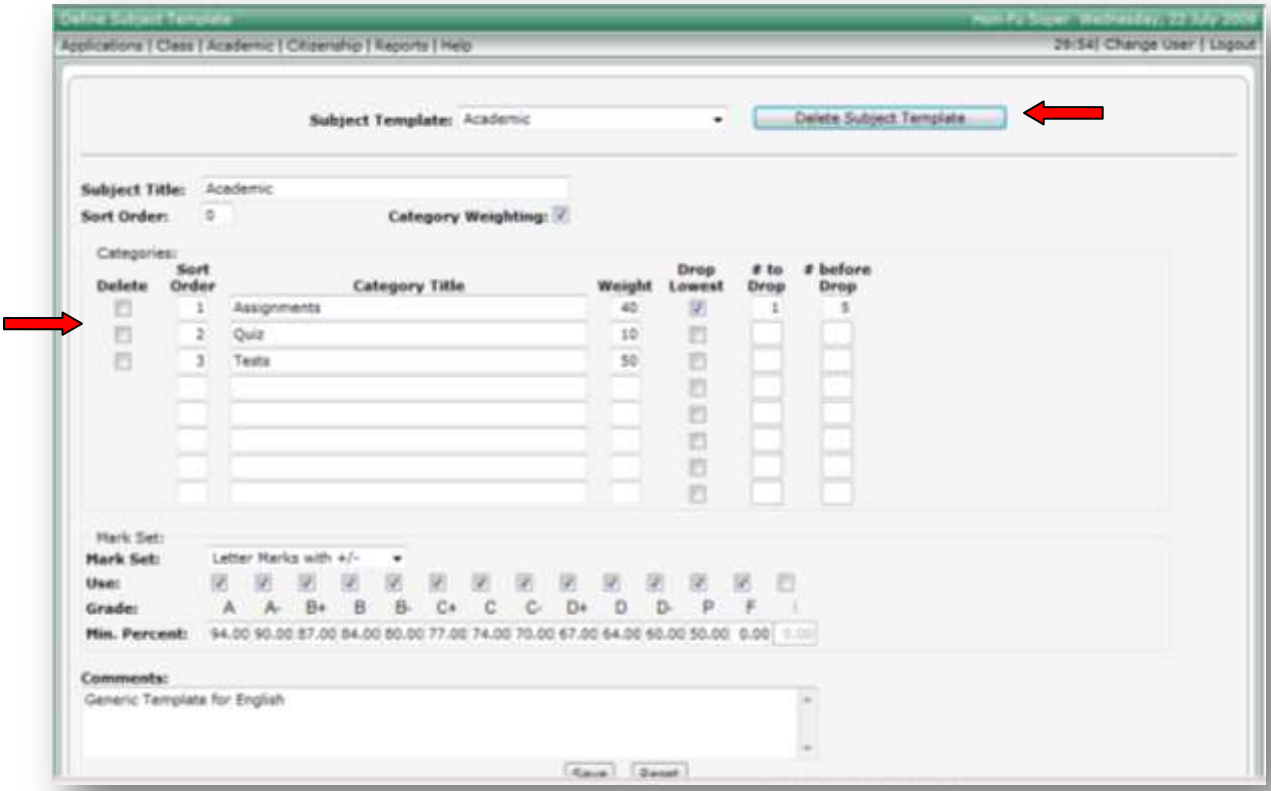
Define Class screen



After the Defined Class is deleted:

To delete a Subject Template Definition:

1. Select Academic on the menu bar
2. Select Define Subject Template
3. Select the Subject Template you want to delete from the Subject Template drop-down list
4. Delete all Category Titles first
   a. Check all checkboxes to delete all Category Titles
   b. Click Save
5. Click Delete Subject Template and Save
6. Click Save to confirm the deletion of the Subject Template



Error Message:

If the categories or subject template won't delete and gives an error message, it is because there are still scores or student comments left in the tasks or there are citizenship items or citizenship marks. Go back to → **Score Entry** → **Grades** tab and make sure all **active and *inactive student** scores, citizenship items and citizenship marks have been deleted. Make sure you have no posted marks for the class. If a padlock 🔓 shows next to the marks, this signifies the marks have been Posted. If you have posted marks, you will need to have the office or administration unlock your posted marks. After the marks have been unlocked from posting, you should be able to delete the mark(s). **Always post again if the marks were posted.** You should be able to delete the Subject Template.

Academic→ Change Subject Assignment

If you are a secondary teacher, ignore this screen - Change Subject Assignment

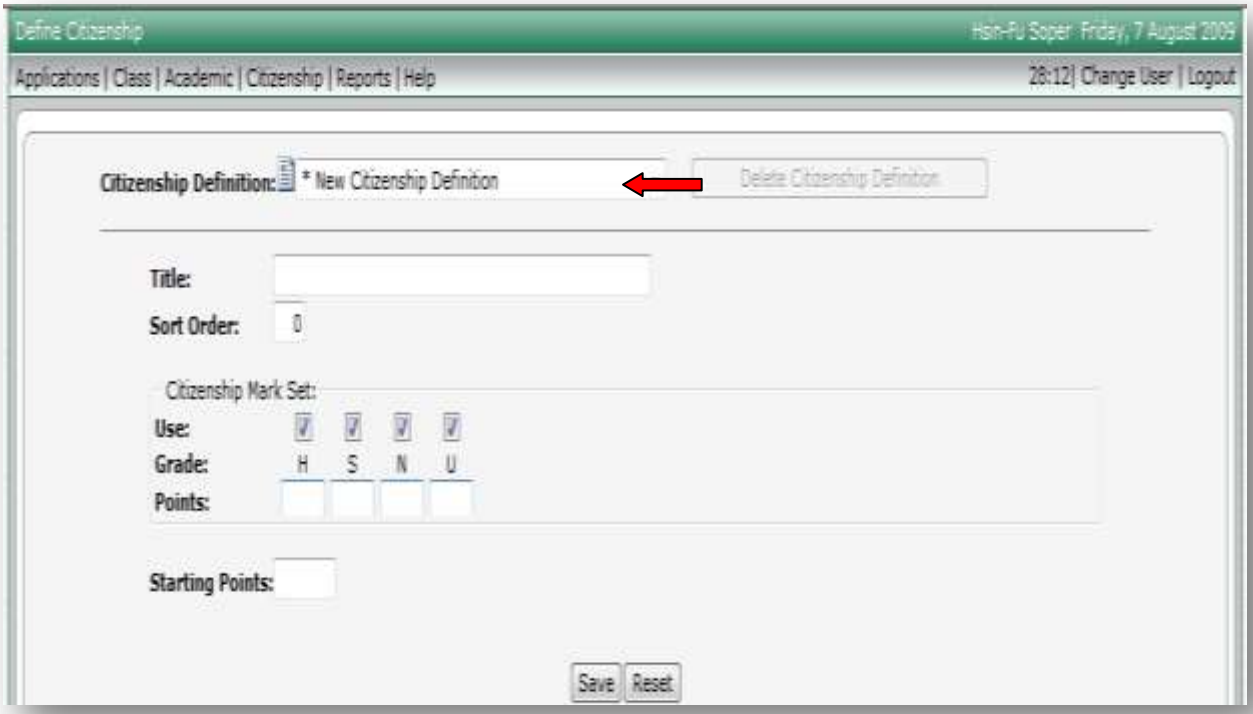
Change Subject Assignment is designed for **elementary school teachers** with only one Course (Class) defined in the grade book setup.

Citizenship → Define Citizenship

If you do not plan to use Citizenship in your grade book, you can ignore this section **Citizenship → Define Citizenship** and skip to page 33 ➡ **Class → Define Class in Gradebook**

To Define Citizenship Definition Template:

Most teachers will only define Citizenship once and use it for all of their classes from term-to-term and from year-to-year.

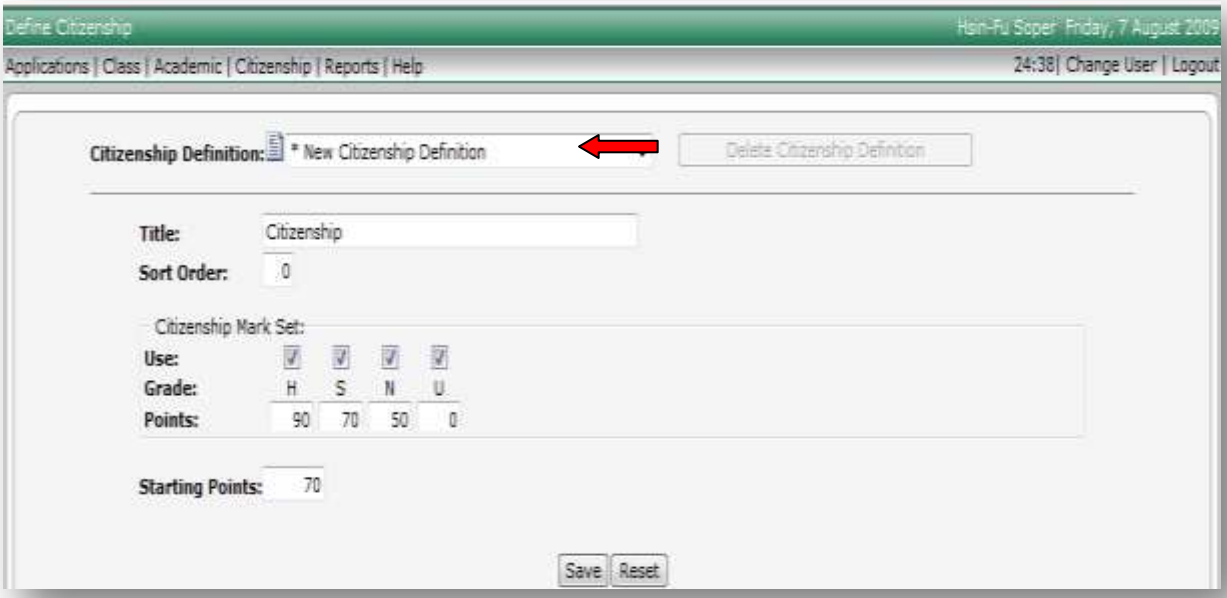


Prior to defining the Define Citizenship you must answer a few simple questions:

1. What will I call the Citizenship Definition Template? (Most teachers name it Citizenship).
2. What Citizenship Mark Set will I use? (**H** (Honors) - 90, **S** (Satisfactory) - 70, **N** (Needs Improvement) - 50, **U** (Unsatisfactory) - 0)
3. What starting value will each student begin with for citizenship? (Depending on what starting citizenship mark you want showing in the grade book for students. Some teachers want students to start with an 'S' so, they would put 70 starting points – in this example 70 points equal 'S').

To Define Citizenship Definition:

1. Select Citizenship on the menu bar
2. Select Define Citizenship
3. Select *New Citizenship Definition in the drop-down menu
4. Type in the Title of your Citizenship Definition (Citizenship)
5. Enter the Citizenship Mark Set
6. Enter the Starting Points that each student will start with
7. Click Save to store the new Citizenship Definition



To edit a Defined Citizenship Definition:

1. Select Citizenship on the menu bar
2. Select Define Citizenship
3. Select the definition you want to edit from the Citizenship Definition drop-down list
4. Modify information as desired by
   a. adding or deleting text
   b. checking or unchecking checkboxes
5. Click Save to store the modified Citizenship Definition

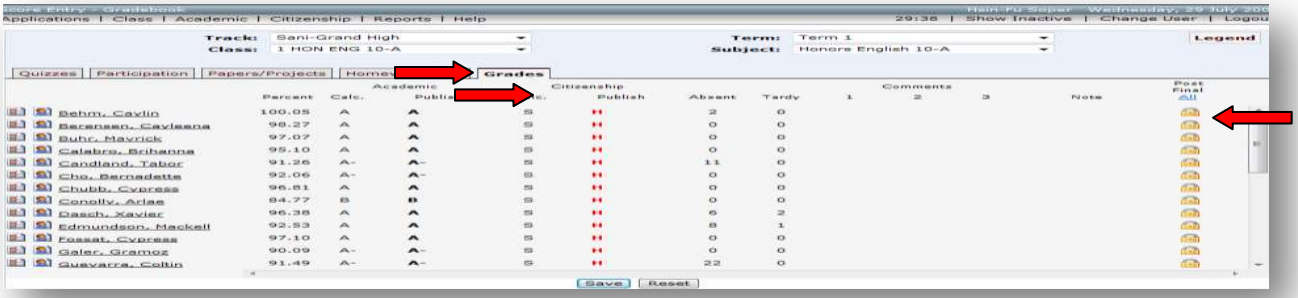
To delete a Defined Citizenship Definition:

Make sure the Define Citizenship Definition is not being used by any setup classes. If it is, you will need to individually delete the Citizenship by Items and Citizenship Marks assigned all active and * inactive student(s) using the Defined Citizenship Definition before you can delete it.

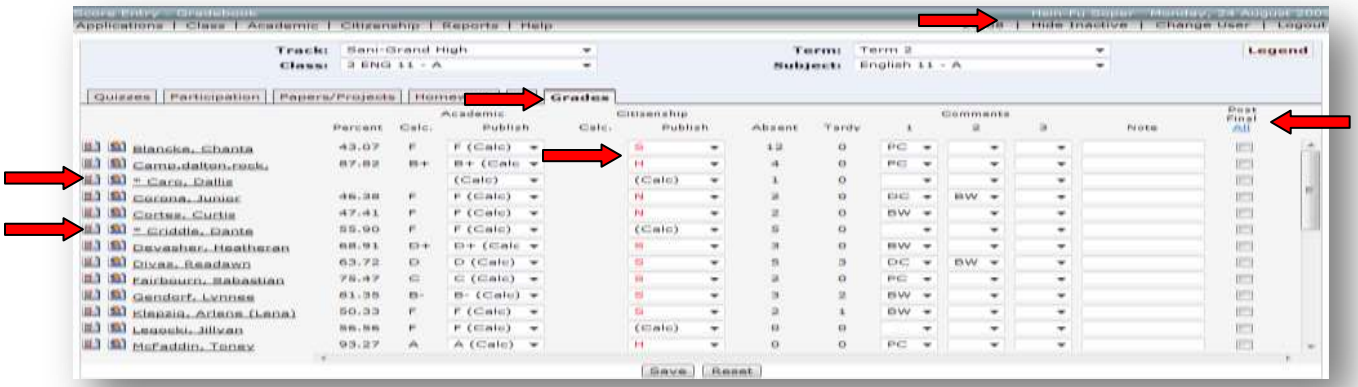
If Citizenship Items and Citizenship marks have been posted , you will need to have the office or administration unlock the posted citizenship marks so that you can delete them. If a padlock shows next to the marks, this signifies the Citizenship marks have been Posted. After editing the posted citizenship marks post the citizenship marks again and save.

To delete Posted Citizenship Marks:

1. Select Academic on the menu bar
2. Select the Score Entry (the Score Entry screen is the only place you can edit and view Posted marks)
3. Select the Term attached to the Defined Citizenship Definition you want to delete
4. Select the Class attached to the Defined Citizenship Definition you want to delete
5. Select the Grades tab
6. Have the office or administration unlock your posted marks if they have been posted

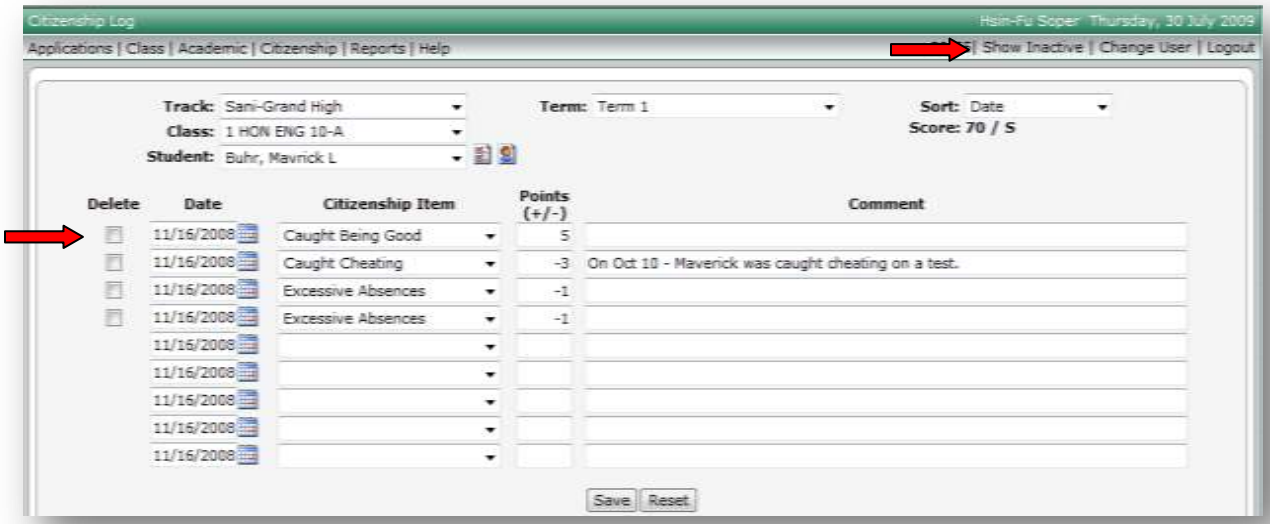


After the office has unlocked the Posted Citizenship marks, select Show Inactive on the menu bar to show * inactive students. The Posted Citizenship marks screen will now be editable.

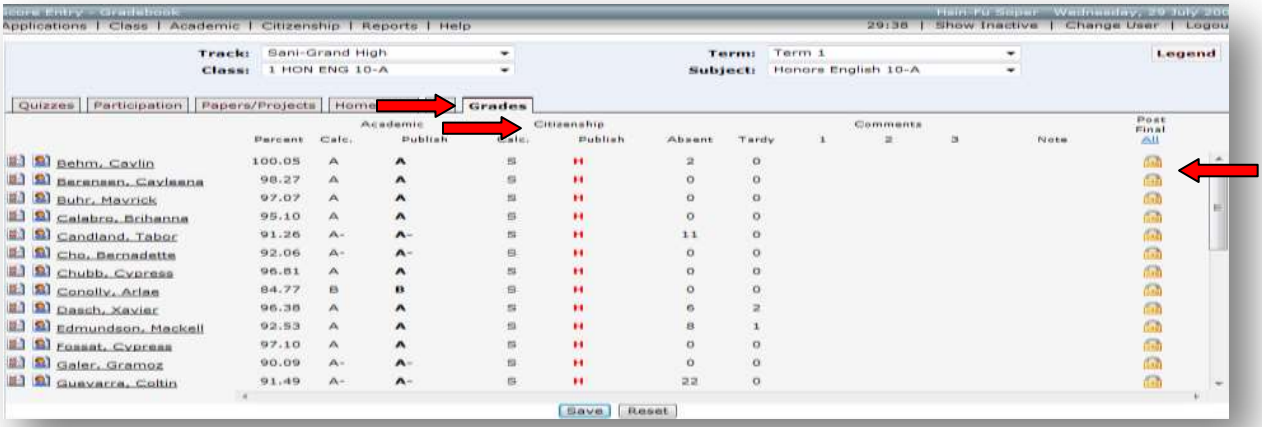


To delete Citizenship Items and Citizenship Marks:

1. Select Citizenship on the menu bar
2. Select the Citizenship Log
3. Select the Term attached to the Defined Citizenship Definition you want to delete
4. Select the Class attached to the Defined Citizenship Definition you want to delete
5. Select Show Inactive on the menu bar to include *inactive students
6. Select the Student(s)
7. Check the check boxes next to all items you want to delete that are attached to the Citizenship Definition you want to delete
8. Click Save to delete the Citizenship Items
9. Repeat this step for all students to delete assigned Citizenship Items



After making changes to the Posted Citizenship Marks, you will need to post them again.

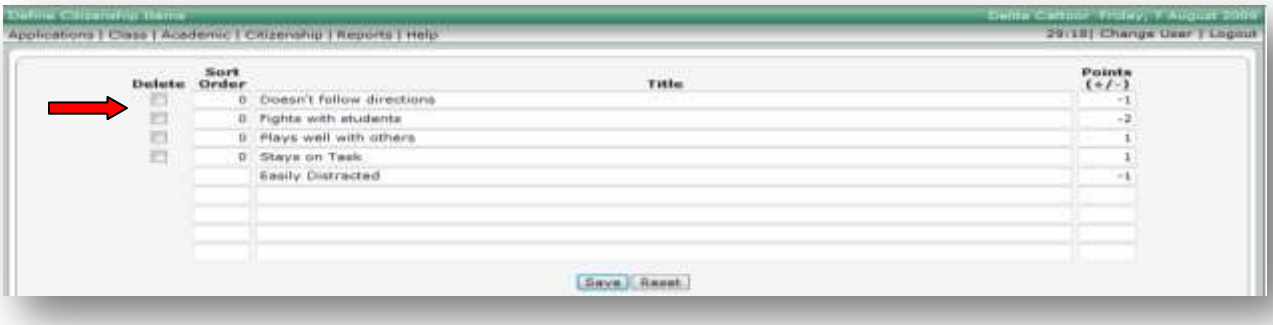


After all Citizenship Items and Citizenship Marks have been deleted for all active and *inactive students:

To delete the Defined Citizenship Items:

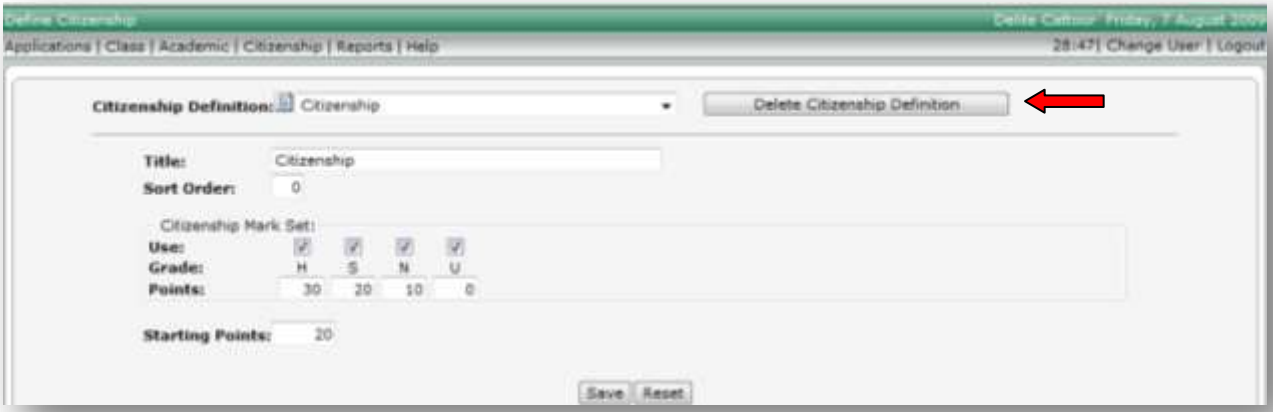
1. Select Citizenship on the menu bar
2. Select Define Citizenship Items
3. Select the Delete boxes attached to the Define Citizenship Items you want to delete
4. Click Save to delete the Define Citizenship Items

Define Citizenship Item screen



After all Defined Citizenship Items have been deleted:

Define Citizenship screen



To delete the Defined Citizenship Definition:

1. Select Citizenship on the menu bar
2. Select the Define Citizenship
3. Select the Citizenship Definition in the drop-down menu you want to delete
4. Select Delete Citizenship Definition
5. Click Save to complete the deletion

Citizenship → Define Citizenship Items

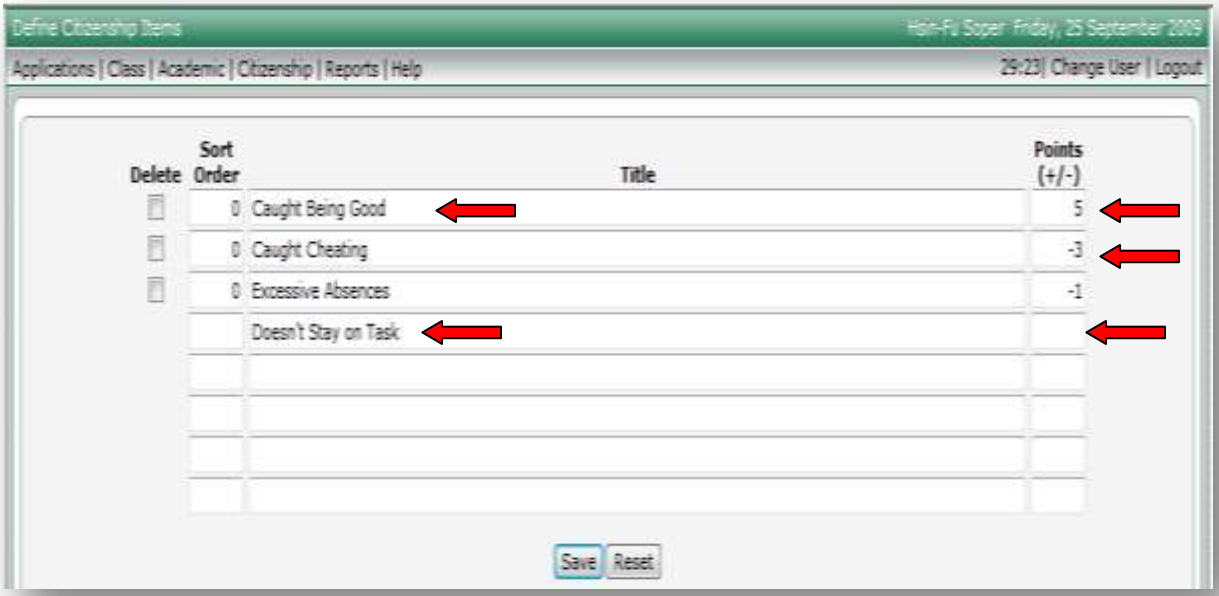
The Defined Citizenship Items describe general categories of negative and positive citizenship behavior items. For example: Caught Being Good, Helpful in Class, Caught Cheating, Habitually Unprepared, Excessive Absences, Disruptive In Class, etc.
The Citizenship Items can be added to a student's citizenship log to detail the reasons for his/her earned citizenship mark. You may assign a positive or negative point value to each Defined Citizenship Item to simplify calculating citizenship marks to a student's log. Assigning Citizenship Items with negative or positive points to individual students will recalculate the Citizenship mark. Citizenship Comments do not print, they are for teacher view only.

Prior to defining the Define Citizenship Items you should:

1. Make a list of the positive and negative citizenship items you want to track
2. Assign a point value to each citizenship item
3. Determine what order you want them listed (optional)

To Define Citizenship Items:

1. Select Citizenship on the menu bar
2. Select Define Citizenship Items
3. For each Citizenship Item you wish to define use the next available line to:
   a. Enter the sort order number (optional)
   b. Enter the Title of the Citizenship Item
   c. Enter the default value (either positive 5, 1 or negative -5, -1 or leave blank)
4. Click Save to store your Citizenship Items
5. Note: Five new blank lines will be added at the bottom after you click Save



To edit the Define Citizenship Items:

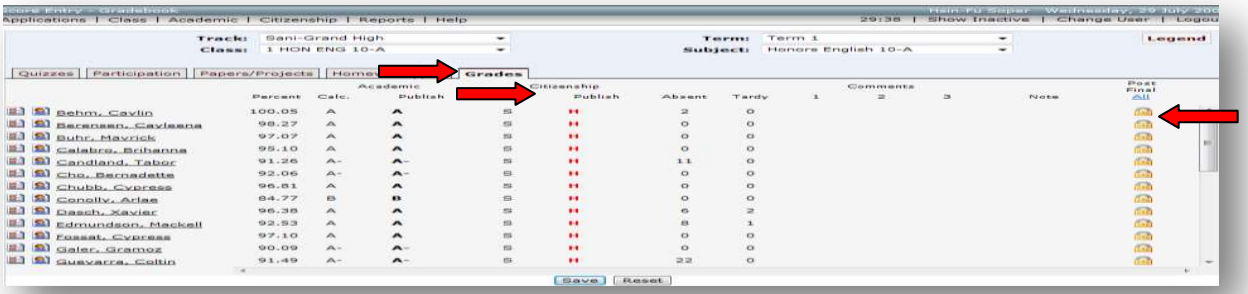
1. Select Citizenship on the menu bar
2. Select Define Citizenship Items
3. Make any necessary changes
4. Click Save to store the changes

To delete Defined Citizenship Items:

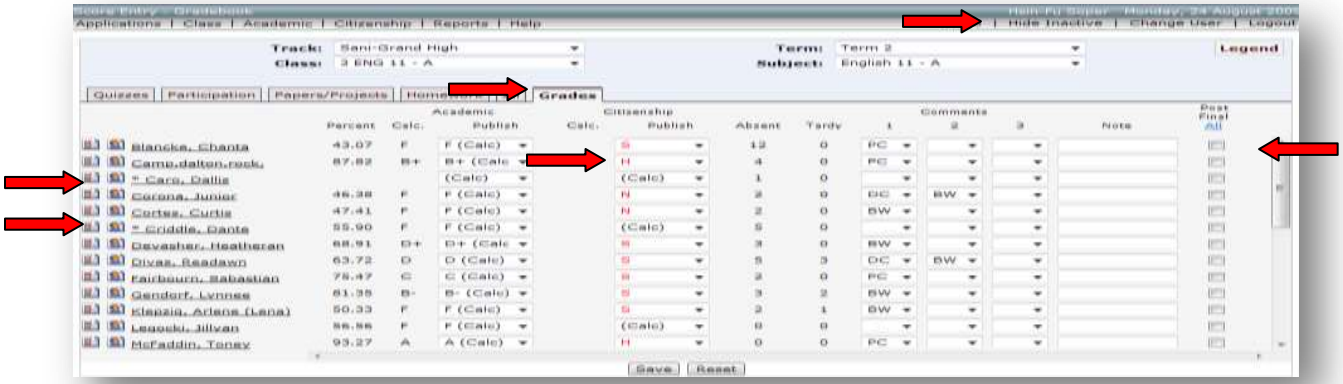
All Citizenship Items and Citizenship marks assigned to active and *inactive students must be deleted before you can delete the Defined Citizenship Items.

If Citizenship Items and Citizenship marks have been posted , you will need to have the office or administration unlock the posted Citizenship marks so that you can delete them from the Citizenship Log.

1. Select Academic on the menu bar
2. Select the Score Entry (the Score Entry screen is the only place you can edit and view Posted marks)
3. Select the Term attached to the Defined Citizenship Items you want to delete
4. Select the Class attached to the Defined Citizenship Items you want to delete
5. Select the Grades tab
6. Have the office or administration unlock your posted marks if they have been posted



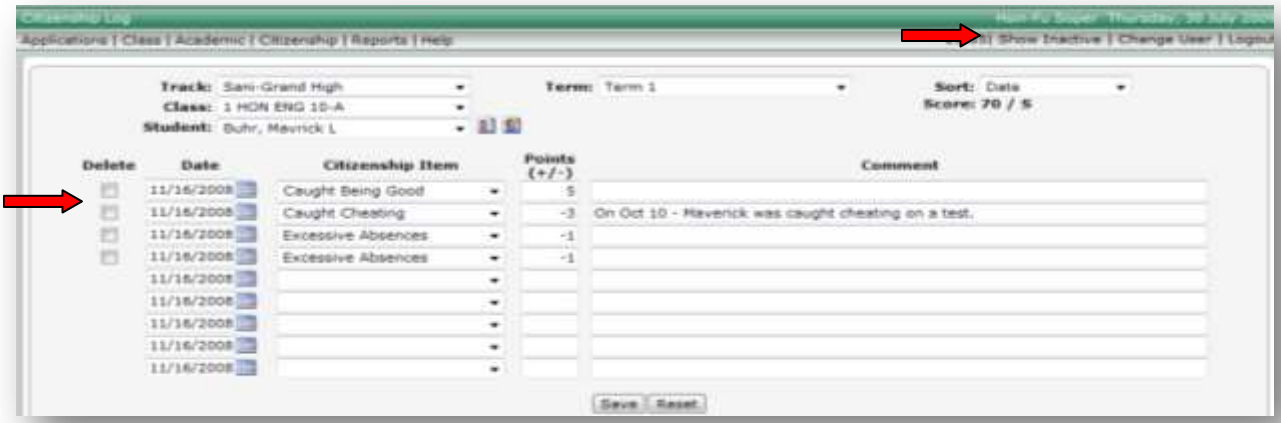
After the office has unlocked the Posted Citizenship marks, select Show Inactive on the menu bar to show * inactive students. The Posted Citizenship marks screen will now be editable.



To delete Citizenship Items assigned to students:

1. Select Citizenship on the menu bar
2. Select the Citizenship Log
3. Select the Term attached to the Define Citizenship Item you want to delete
4. Select the Class attached to the Define Citizenship Item you want to delete
5. Select Show Inactive on the menu bar to include *inactive students
6. Select the Student(s)
7. Select the Delete boxes to delete items attached to the Citizenship Define Items
8. Click Save to store the changes

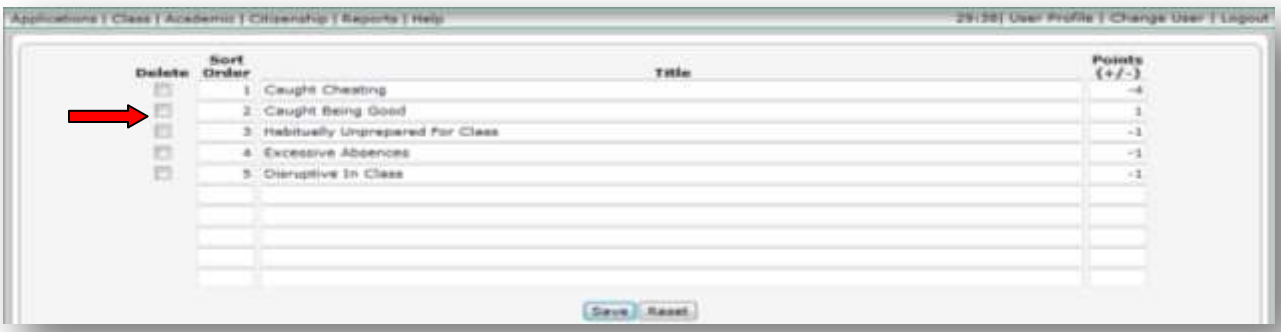
Citizenship Log screen



After all Citizenship Items have been deleted from all students:

To delete Define Citizenship Items:

1. Select Citizenship on the menu bar
2. Select Define Citizenship Items
3. Select the Delete box(es) next to the Defined Citizenship Item Titles you want to delete
4. Click Save to delete the marked items

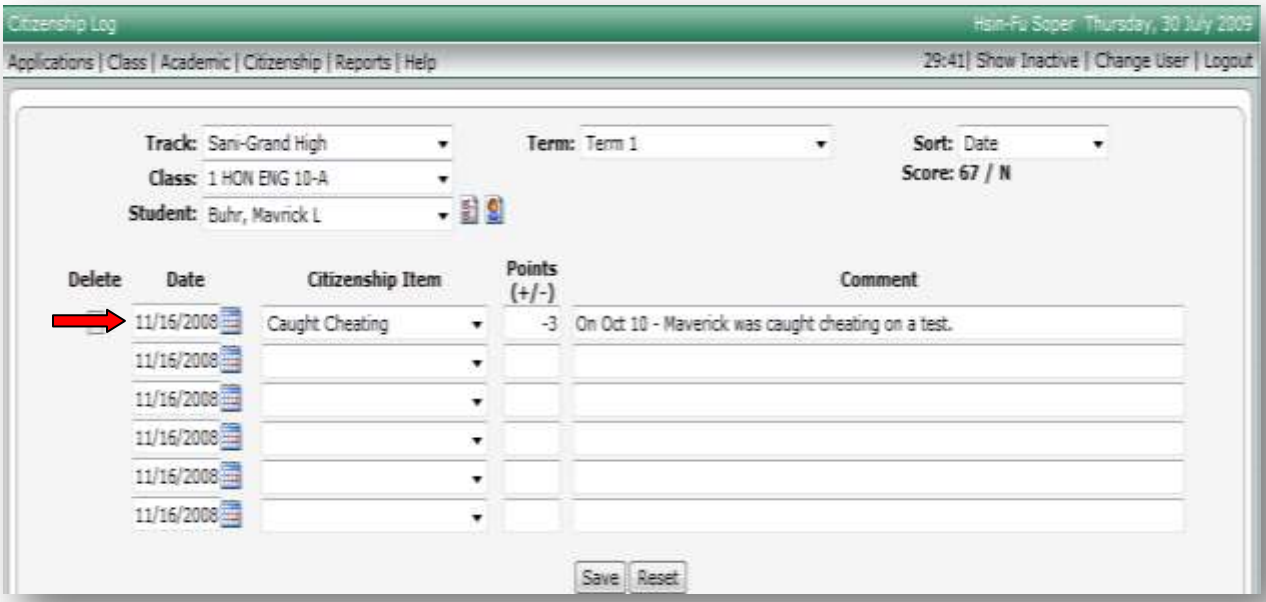


Citizenship → Citizenship Log

Each student has a Citizenship Log for recording positive and negative Citizenship Items. You will use the Defined Citizenship Items to populate the Citizenship Log. With each addition to the Citizenship Log, the student's citizenship mark will be recalculated and displayed. The Citizenship Log provides a convenient and legal way to document and report specific Citizenship Items to students, parents, and administrators for reasons a student received a citizenship mark. Citizenship Comments do not print, they are for teacher view only.

To add Citizenship Items to a student's Citizenship Log:

1. Select Citizenship on the menu bar
2. Select Citizenship Log
3. Select the Term
4. Select the Class
5. Select the Student(s)
6. Select the sort order by Date or by Citizenship Item (optional)



7. On the next available line:

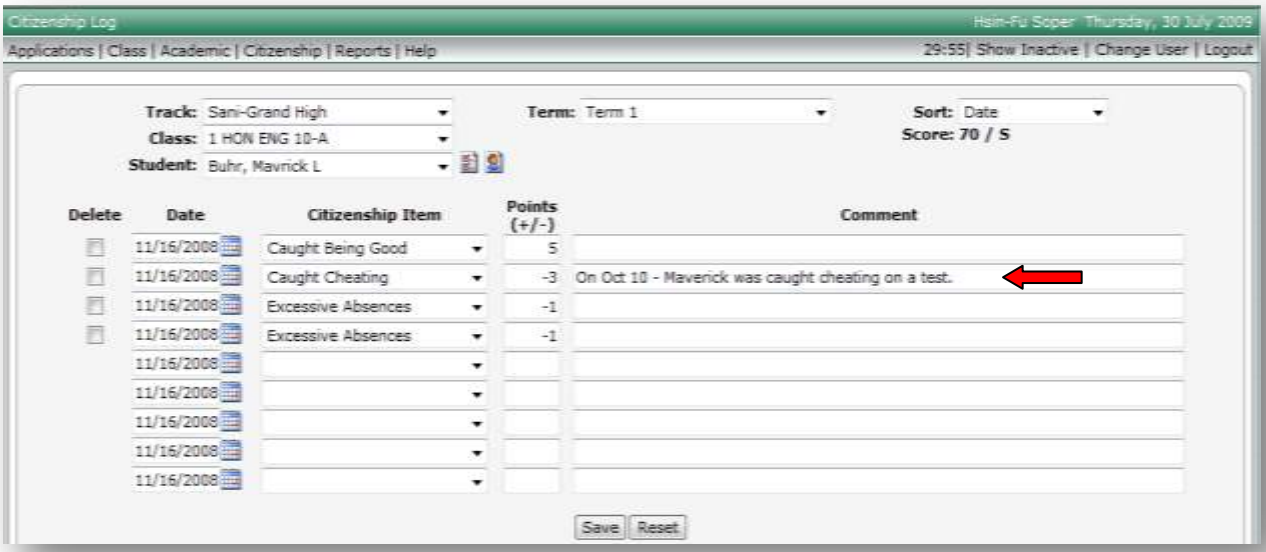
   a. Enter the date using the calendar tool or by typing the date by using mm/dd/yyyy format
   b. Select the Citizenship Item from the drop-down list
   c. Modify the points, if desired
   d. Add additional comments, if desired – Citizenship comments do not print anywhere. They are for teacher reference only.

8. Add more items, if there are any
9. Click Save to add the new Citizenship Items to the student log
10. Note: Five new blank lines will be added at the bottom after you save

To edit a Citizenship Log:

1. Select Citizenship on the menu bar
2. Select Citizenship Log
3. Select the Term
4. Select the Class
5. Select the Student
6. You may:
   a. Change the Date for any item by using the calendar tool or by typing the date by using mm/dd/yyyy format
   b. Select a different item from the Citizenship Item drop-down list
   c. Modify the points on any line
   d. Edit or delete any comments – these comments do not print anywhere. They are for teacher reference only.
7. Add more items, if there are any
8. Click Save to store the changes

Citizenship Log screen



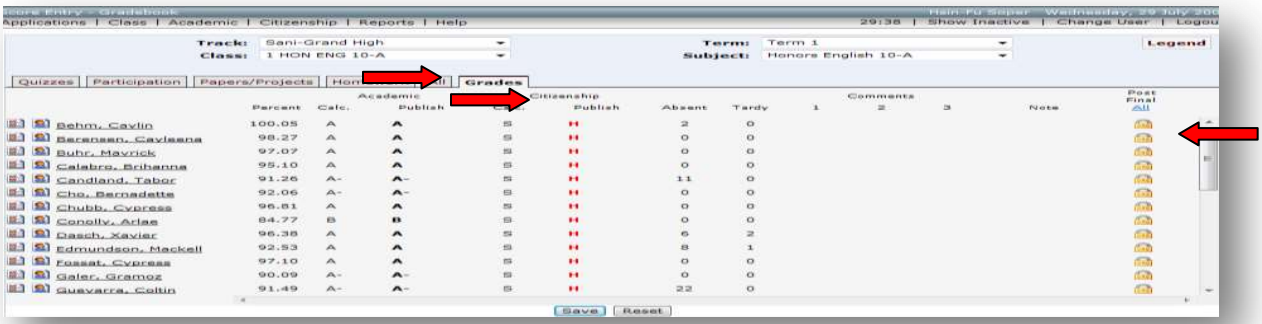
To delete Citizenship Log (items):

If Citizenship Items and Citizenship marks have been posted , you will need to have the office or administration unlock the posted Citizenship marks so that you can delete them from the Citizenship Log. If a padlock shows next to the marks, this signifies the Citizenship marks have been Posted. Save after deleting Citizenship Items and Citizenship marks. Always post edited citizenship marks again if they were previously posted.

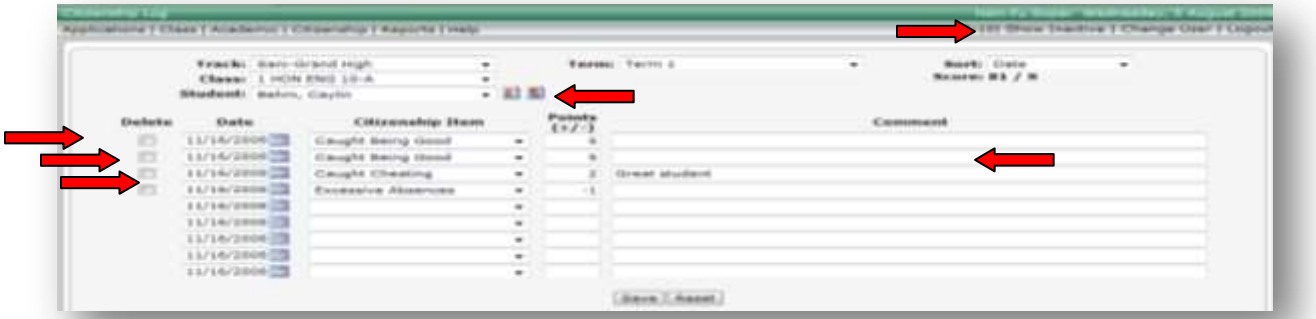
To delete Posted Citizenship Log Items and Posted Citizenship Log Marks:

1. Select Academic on the menu bar
2. Select the Score Entry (the Score Entry screen is the only place you can edit and view Posted marks)
3. Select the Term attached to the Citizenship Log Items you want to delete
4. Select the Class attached to the Citizenship Log Items you want to delete
5. Select the Grades tab to see if marks have been posted
6. Have the office or administration unlock your posted marks if they have been posted

Score Entry screen



After the office has unlocked the Posted Citizenship marks, select Show Inactive on the menu bar to show * inactive students. The Posted Citizenship marks screen will now be editable.



To delete Citizenship Log Items:

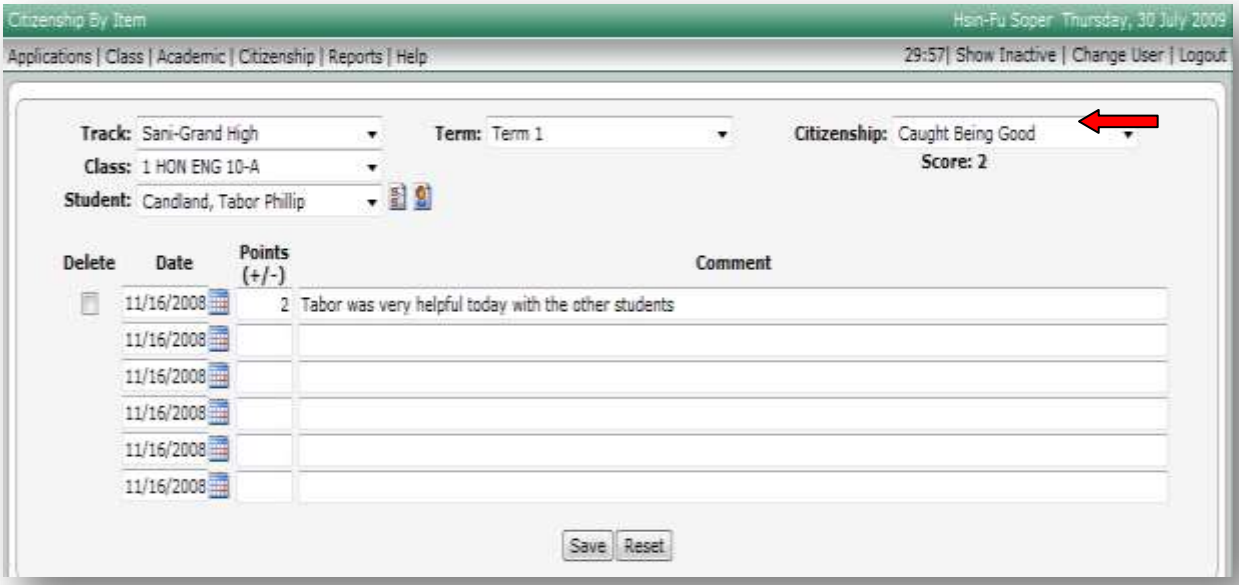
1. Select Citizenship on the menu bar
2. Select the Citizenship Log
3. Select the Term attached to the Citizenship Log Item you want to delete
4. Select the Class attached to the Citizenship Log Item you want to delete
5. Select Show Inactive on the menu bar to include *inactive students
6. Select the Student(s)
7. Select the Delete boxes to delete Citizenship Log Items
8. Click Save to store the changes

Always post again edited Citizenship marks if they were previously posted.

Citizenship → Citizenship by Item

Citizenship by Item is the quick way to view the number of times a particular Citizenship Item has been used assigned to an individual student. You may use it to add another instance of a Citizenship Item for a student, but adding several Citizenship Items is much easier on the → Citizenship Log screen. Citizenship Comments do not print, they are for teacher view only.

Citizenship By Item screen



To add Citizenship by Item:

1. Select Citizenship on the menu bar
2. Select Citizenship by Item
3. Select the Term
4. Select the Class
5. Select Citizenship and select the Citizenship item in the drop-down list you want to add to the student
6. Select the Student
7. You may:
   a. Modify the date by using the calendar tool or by typing the date by using mm/dd/yyyy format
   b. Change the points for a given item
   c. Edit or delete any comments – these comments do not print anywhere. They are for teacher reference only.
   d. Check the delete checkbox on any line and delete the Citizenship Item
8. Click Save to store the changes

To edit Citizenship by Items:

1. Select Citizenship on the menu bar
2. Select the Citizenship by Item
3. Select the Term
4. Select the Class
5. Select the Citizenship Item in the drop-down list you want to edit by student
6. Select each student you want to edit who has been assigned the Citizenship by Item
7. Make any changes next to any items
8. Repeat this for all students assigned the Citizenship by Item you want to edit.
9. You may:
   a. Change the Date for any item by using the calendar tool or by typing the date by using mm/dd/yyyy format
   b. Select a different item from the Citizenship Item drop-down list
   c. Modify the points on any line
   d. Edit or delete any comments – Citizenship comments do not print anywhere. They are for teacher reference only.
10. Add more items, if there are any
11. Click Save to store the changes

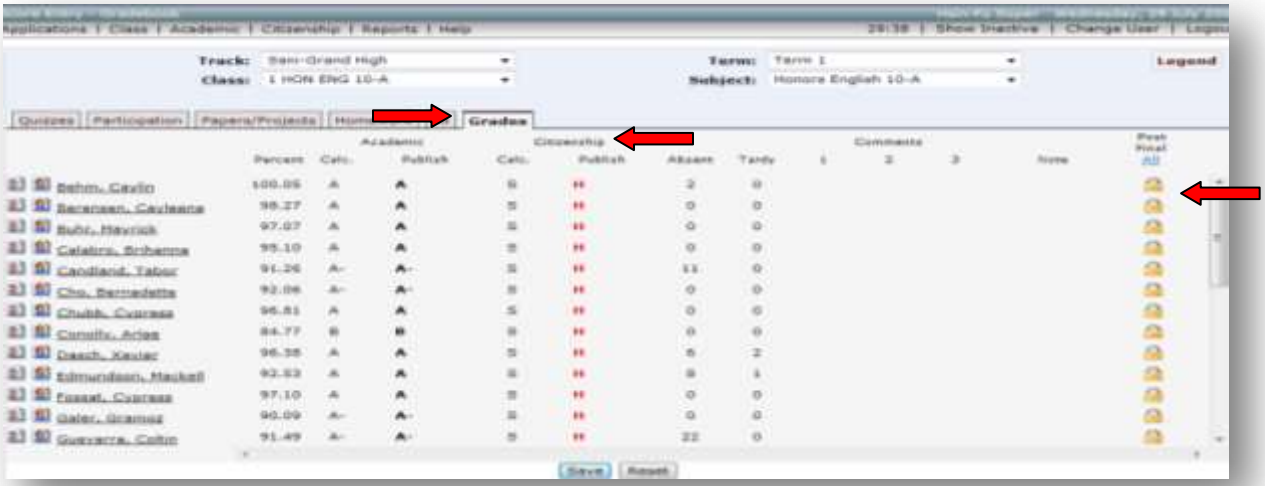
To delete Citizenship by Items assigned to students:

If Citizenship Items and Citizenship marks have been posted , you will need to have the office or administration unlock the posted Citizenship marks so that you can delete them from the Citizenship Log. If a padlock shows next to the marks, this signifies the Citizenship marks have been Posted. Save after deleting Citizenship Items and Citizenship marks. Always post edited citizenship marks again if they were previously posted.

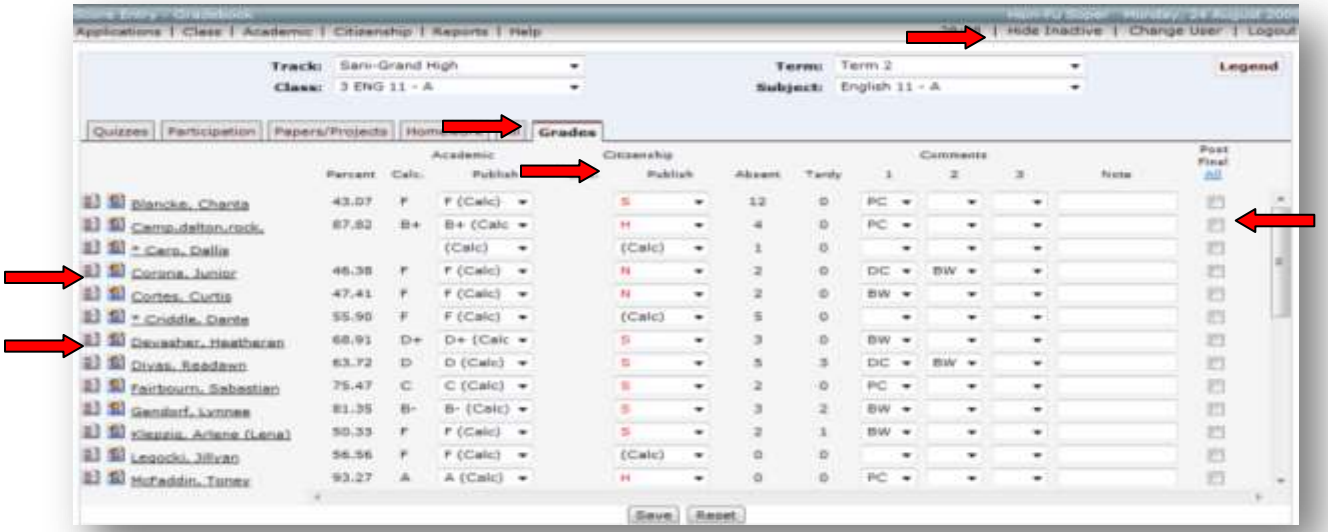
To delete Posted Citizenship Items and Posted Citizenship Marks:

1. Select Academic on the menu bar
2. Select the Score Entry (the Score Entry screen is the only place you can edit and view Posted marks)
3. Select the Term
4. Select the Class
5. Select the Grades tab
6. Have the office or administration unlock your posted marks if they have been posted

Score Entry screen



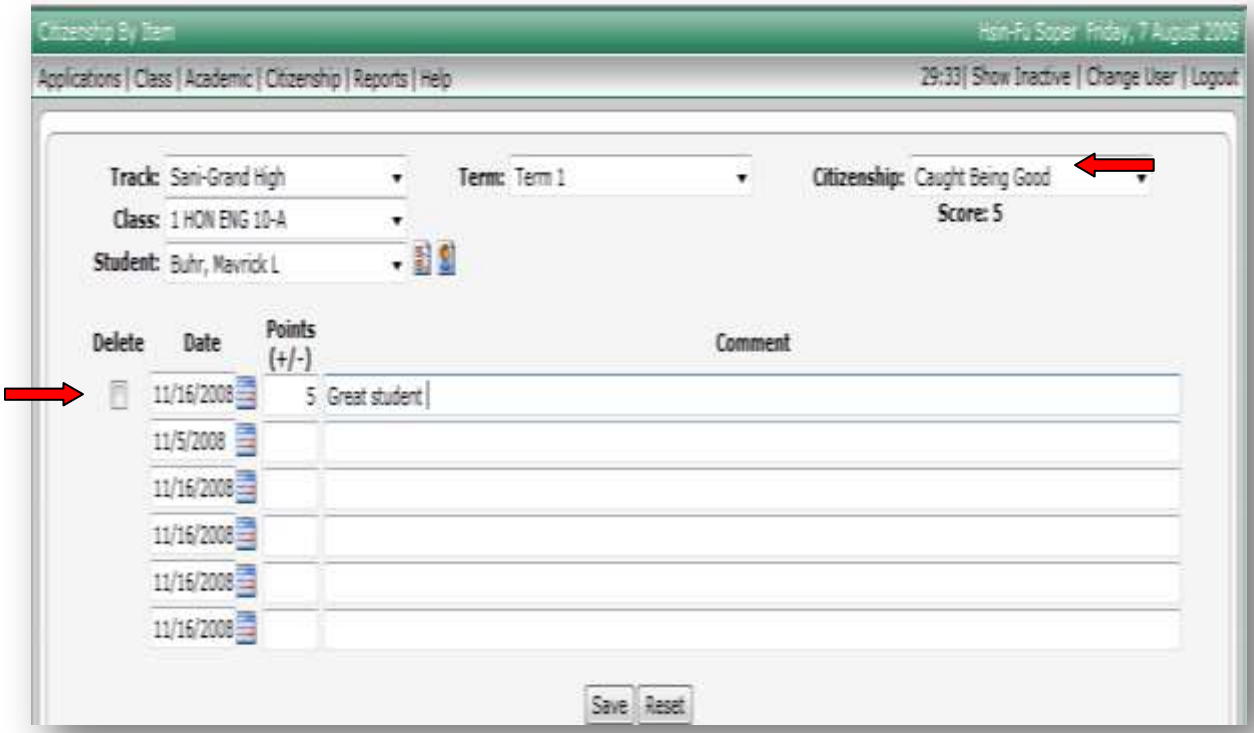
After the office has unlocked the Posted Citizenship marks, select Show Inactive on the menu bar to show * inactive students. The Posted Citizenship marks screen will now be editable.



To delete Citizenship by Items:

1. Select Citizenship on the menu bar
2. Select the Citizenship by Item
3. Select the Term attached to the Citizenship by Item you want to delete
4. Select the Class attached to the Citizenship by Item you want to delete
5. Select the Citizenship Item in the drop-down list you want to delete by student
6. Select Show Inactive on the menu bar to include *inactive students
7. Select the Student(s)
8. Select the Delete boxes to delete Citizenship by Items
9. Click Save to delete the marked items

Citizenship By Item screen



Citizenship → Marks Definition → **H** (Honors) – **S** (Satisfactory) – **N** (Needs Improvement) – **U** (Unsatisfactory)

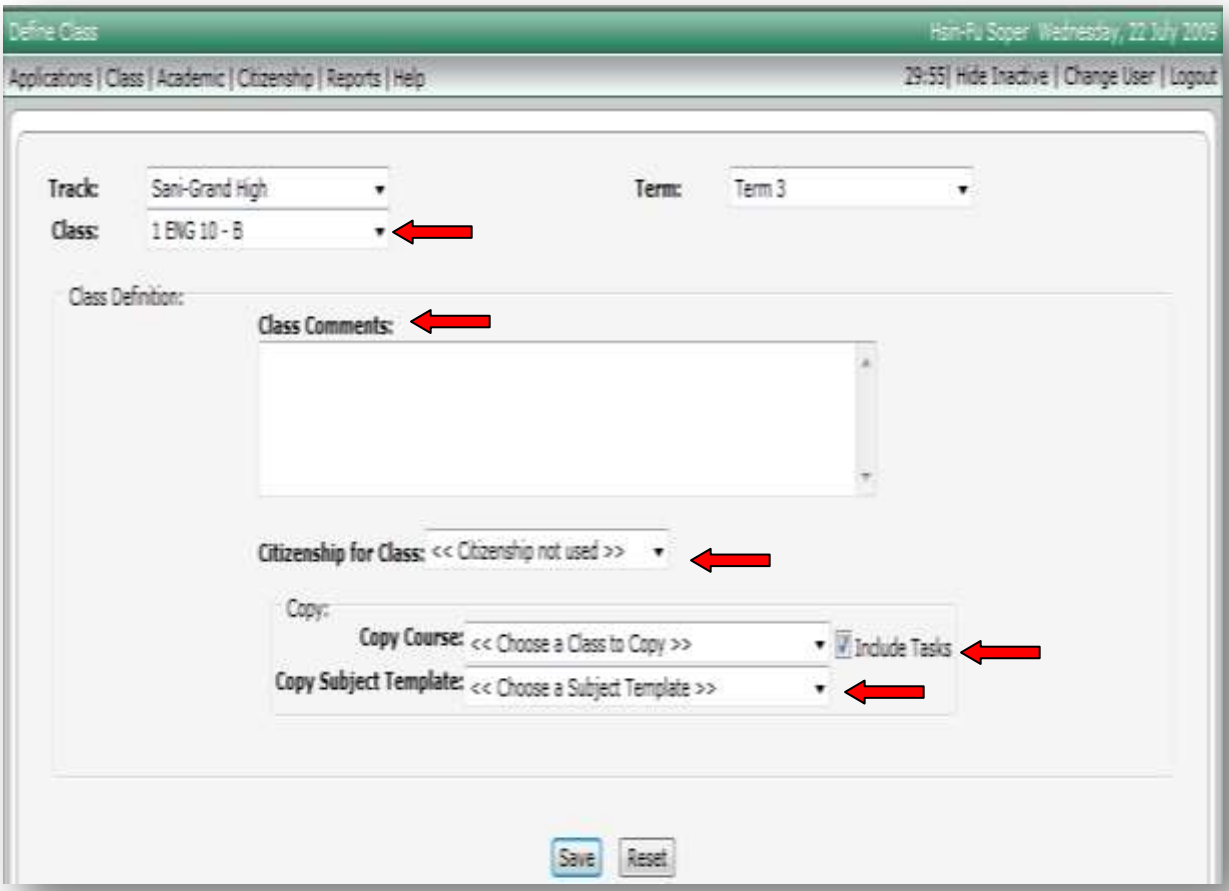
Citizenship marks are based upon an accumulation of Citizenship Items to which are assigned positive or negative values. Each student begins with a preset starting value set by the teacher. When a student has a Citizenship Item added to their Citizenship Log, the assigned value is subtracted or added to the default value to determine the student's citizenship mark. If there is no Citizenship Item given to the student(s), the starting default value determines the citizenship mark awarded the student without the teacher needing to do anything beyond the initial Citizenship setup. The citizenship marks can be overridden in → Academic → Score Entry → Grades tab screen.

Class → Define Class in Gradebook

At the beginning of the school year, you will need to set up the grade book for each class for each term. You can setup one term or all terms. You will set up your classes by copying Subject Templates or a previously defined class to each term.

You can also select the Citizenship for Class Definition to add Citizenship to each class (optional), if you have setup Citizenship. You can include Class Comments. These comments are not printed or viewed by anyone but the teacher. This is a preliminary step in using the grade book for a class.

Define Class screen



To Define Class in grade book:

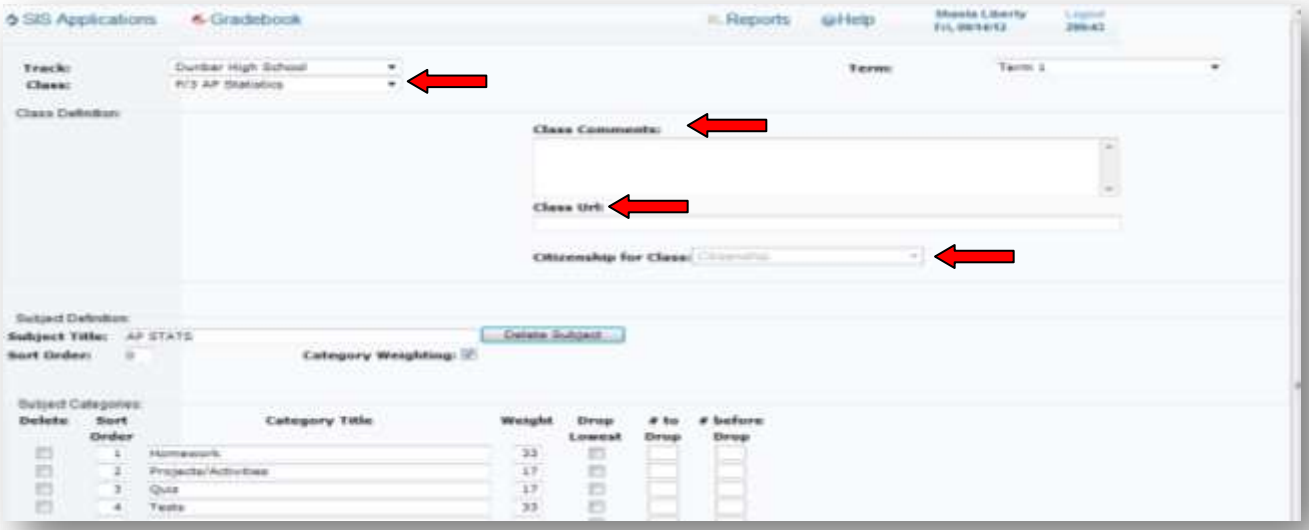
1. Select Class on the menu bar
2. Select Define Class in Gradebook
3. Select the Term
4. Select the Class to be setup in the drop-down menu list
5. Select the Citizenship for Class definition in the drop-down menu to be used for the class if you have setup your Define Citizenship Template (optional)

6. Copy academic grading parameters by using set up a or b - listed below:
   a. Copy Course:
      i. Select a previously defined Class (if there has been a class previously setup) from the drop-down list
      Copying Course can include copying the Tasks (assignments) you have already setup for another course by checking Include Tasks
      ii.Click Save to copy the information from that class course to the new class

      or

   b. Copy Subject Template:
      i. Select a subject template from the drop-down list
      ii. Click Save to copy the information from the subject template to the new class

7. Modify any of the grading parameters that have been copied to the new class, if allowed
8. Add **Class Comments**, as desired (Class Comments are for teacher information only)
9. Add **Class URL** that links to a personal web page for that class. Teachers can link assignments to each class, such as 'myuen' for students to access from home or in class.
10. Click Save to complete the Class Definition setup



To edit a Defined Class in the grade book:
1. Select Class on the menu bar
2. Select Define Class in Gradebook
3. Select the Term
4. Select the Class you want to modify in the drop-down menu list
5. You may:
   a. change the Citizenship Definition
   b. edit the Subject Title
   c. modify or delete Category information if there are no existing scores
   d. adjust the Mark Set grading scale if this allowed by your administration
6. Click Save to store your work

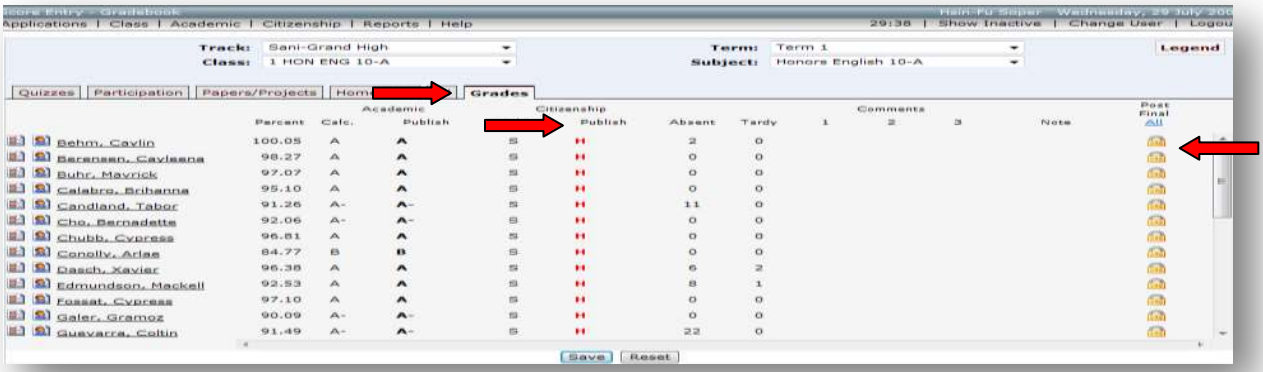
To delete a Defined Class:

Make sure the Defined Class is not being used by any students. If it is, you will need to:
First - individually delete the Citizenship Items and Citizenship marks and delete student academic scores for active and *inactive students. If there are any Posted 🔒 Citizenship Marks or Posted academic marks, they will need to be deleted. If you have added comments to a student, they will need to be deleted.

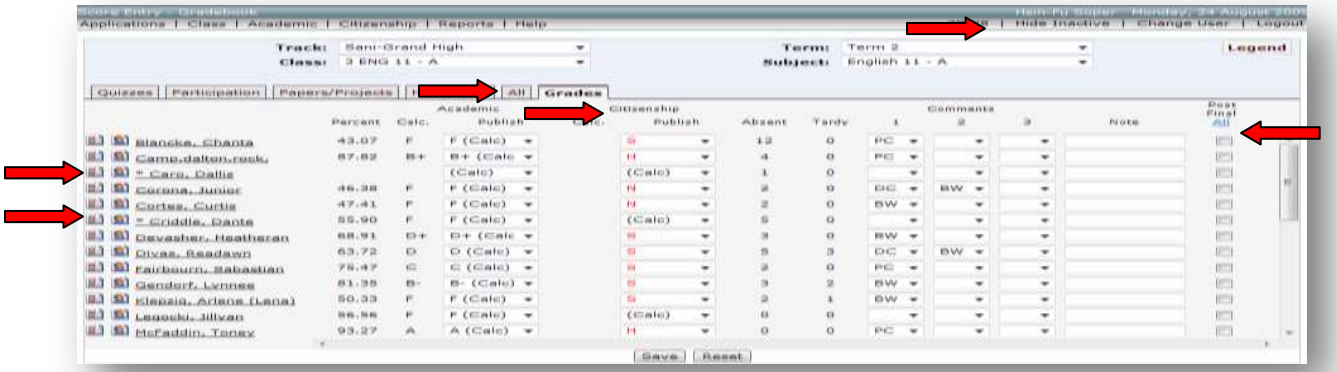
To delete Posted Citizenship Items and Posted Citizenship Marks:

If Citizenship Items and Citizenship marks have been posted 🔒, you will need to have the office or administration unlock the posted Citizenship marks so that you can delete them. If a padlock shows next to the marks, this signifies the Citizenship marks have been Posted. After editing the posted Citizenship marks post the Citizenship marks again and save.

1. Select Academic on the menu bar
2. Select the Score Entry (the Score Entry screen is the only place you can edit and view Posted marks)
3. Select the Term attached to the Defined Class you want to delete
4. Select the Class attached to the Defined Class you want to delete
5. Select the Grades tab
6. Have the office or administration unlock your posted marks if they have been posted



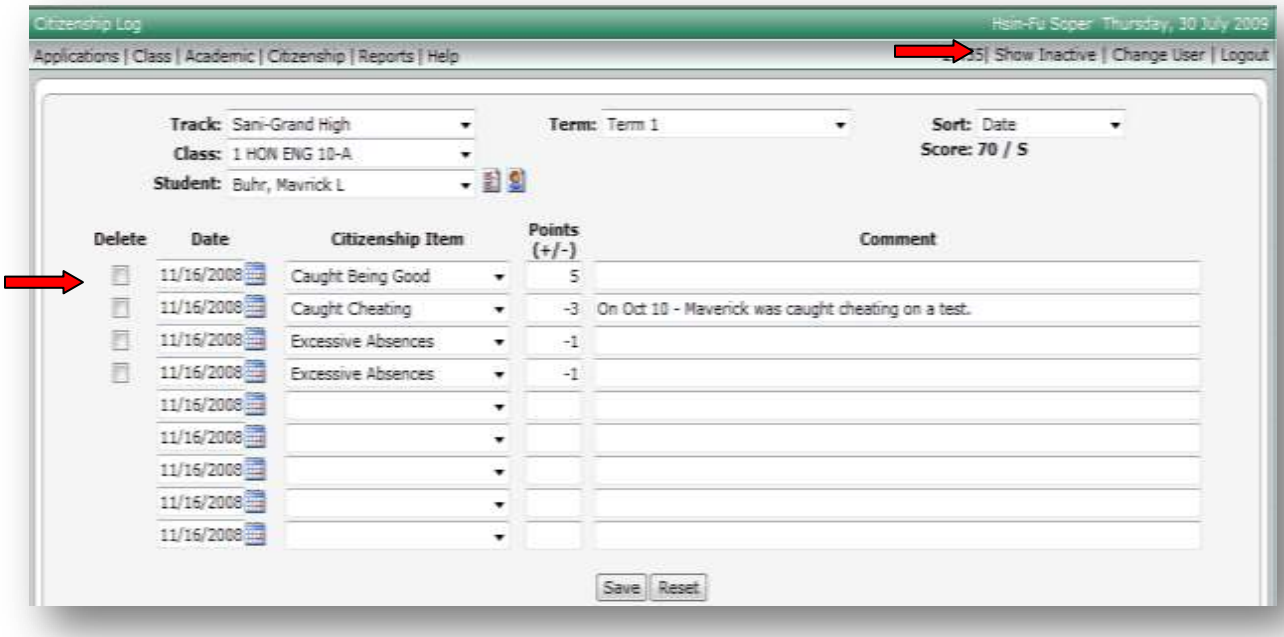
After the office has unlocked the Posted Citizenship marks, select Show Inactive on the menu bar to show * inactive students. The Posted Citizenship marks screen will now be editable.



To delete Citizenship Items and Citizenship Marks:

1. Select Citizenship on the menu bar
2. Select the Citizenship Log
3. Select the Term attached to the Defined Class you want to delete
4. Select the Class attached to the Defined Class you want to delete
5. Select Show Inactive on the menu bar to include *inactive students
6. Select the Student(s)
7. Check the checkbox next to all items you want to delete that are attached to the Defined Class you want to delete
8. Click Save to delete the citizenship items
9. Repeat this for all students assigned the Citizenship Items.

Citizenship Log screen

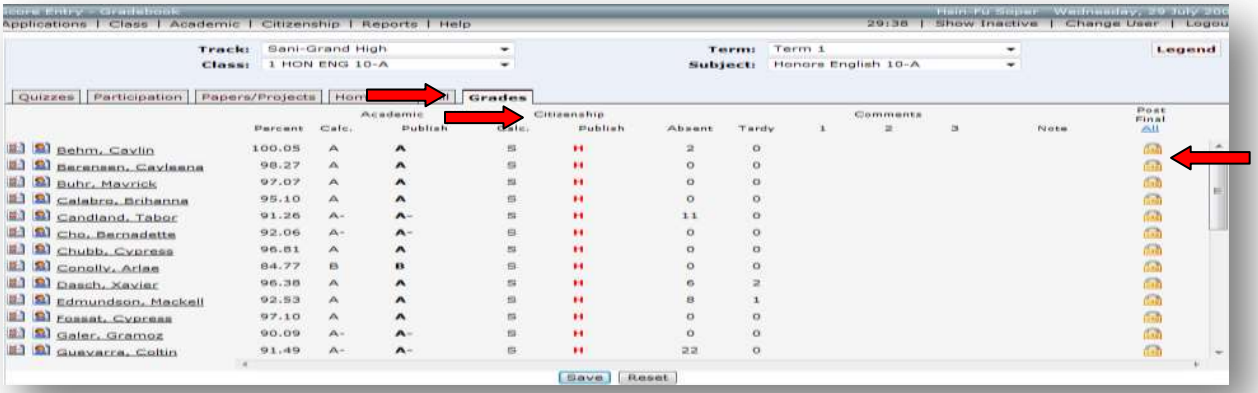


After making changes to the Posted Citizenship Marks, you will need to post them again.

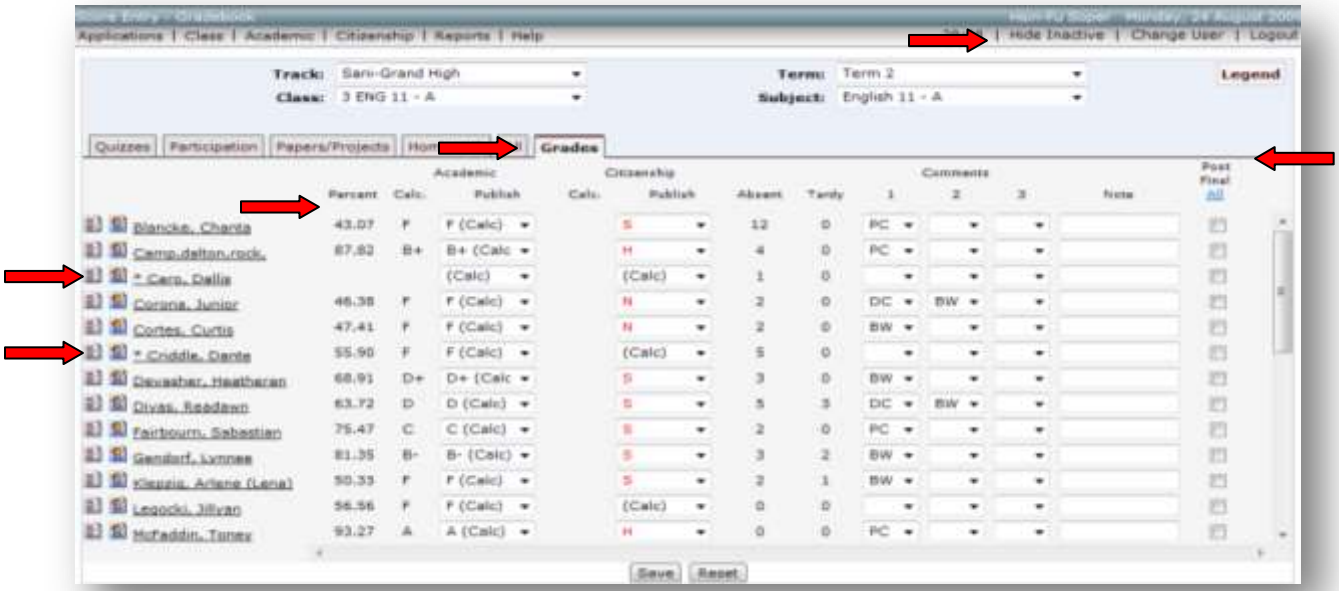
To delete scores for all Tasks (assignments):

1. Select Academic on the menu bar
2. Select Score Entry
3. Select the Term attached to the Defined Class you want to delete
4. Select the Class attached to the Defined Class you want to delete
5. Select the Grades Tab to see if students have posted marks
6. Have the office or administration unlock your posted marks if they have been posted

If students have posted academic marks, you will need to have the office or administration unlock the Posted academic marks so that you can delete them. If a padlock shows next to the academic marks, this signifies the academic marks have been Posted.



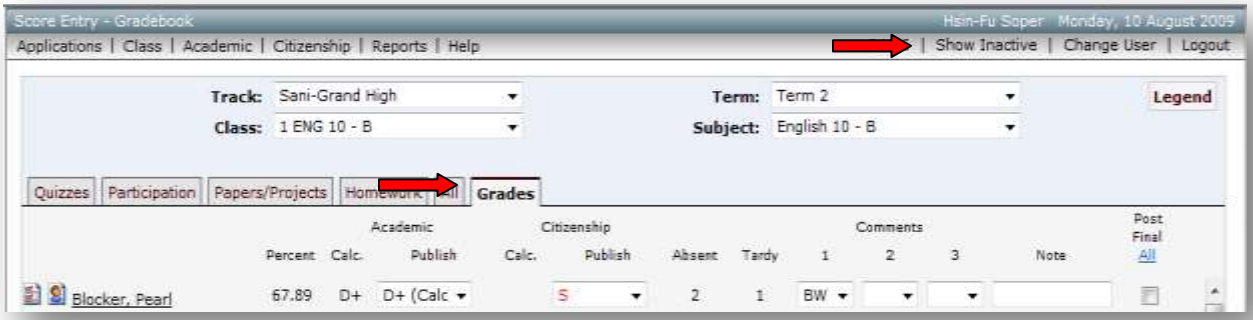
After the office has unlocked the Posted marks, select Show Inactive on the menu bar to show * inactive students. The Posted Score Entry screen will now be editable.



To delete scores for all Tasks (assignments):

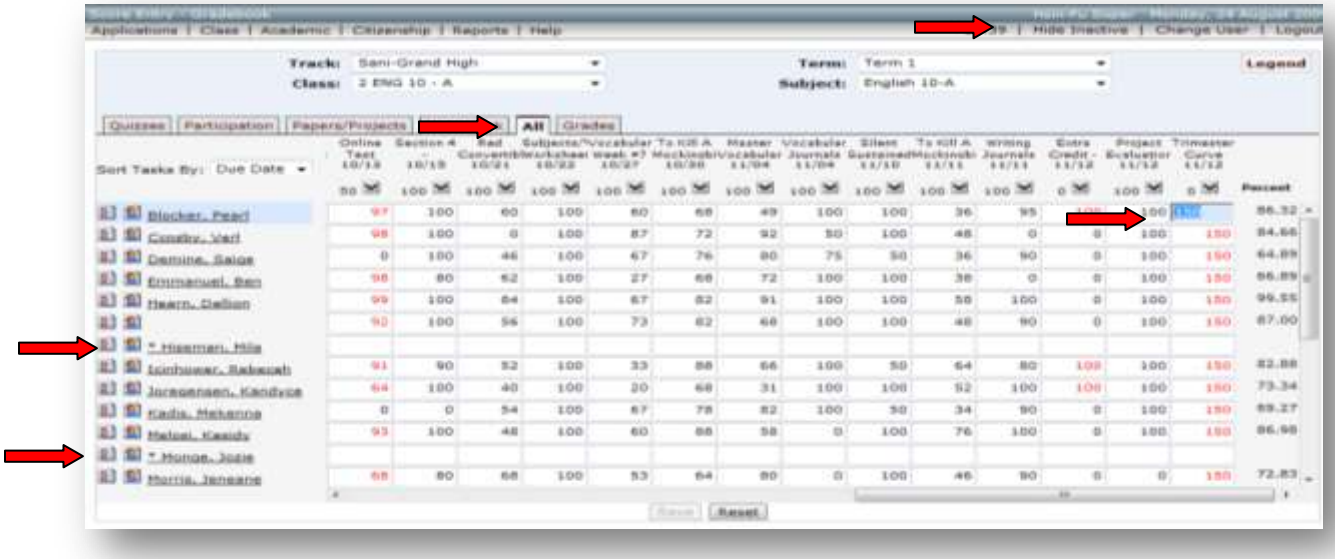
1. Select Academic on the menu bar
2. Select Score Entry
3. Select the Term attached to the Defined Class you want to delete
4. Select the Class attached to the Defined Class you want to delete
5. Select the All tab

6. Select → Show Inactive on the tool bar located at the top – right. Selecting this will add all students to your class list that were enrolled during the school year but have exited your class. Inactive students will have an asterisk next to the * student name. Now *inactive student's scores can also be deleted.



7. Delete <u>all</u> scores by selecting the scores one at a time and saving
8. Click Save for each and all score deletions
9. Delete all student comments attached to the Tasks

Score Entry screen – *inactive students

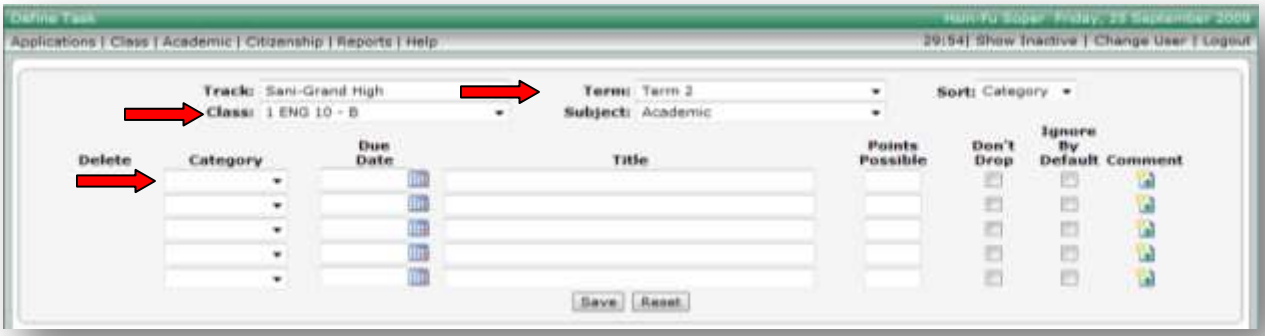


After all scores are deleted, you must delete all Tasks (assignments) defined for the category:

To delete all Tasks (assignments):

1. Select Academic on the menu bar
2. Select Define Task
3. Select the Term attached to the Defined Class you want to delete
4. Select the Class attached to the Defined Class you want to delete
5. Check the Delete boxes next to all tasks and save. All tasks for this class must be deleted to be able to delete the Define Class setup.

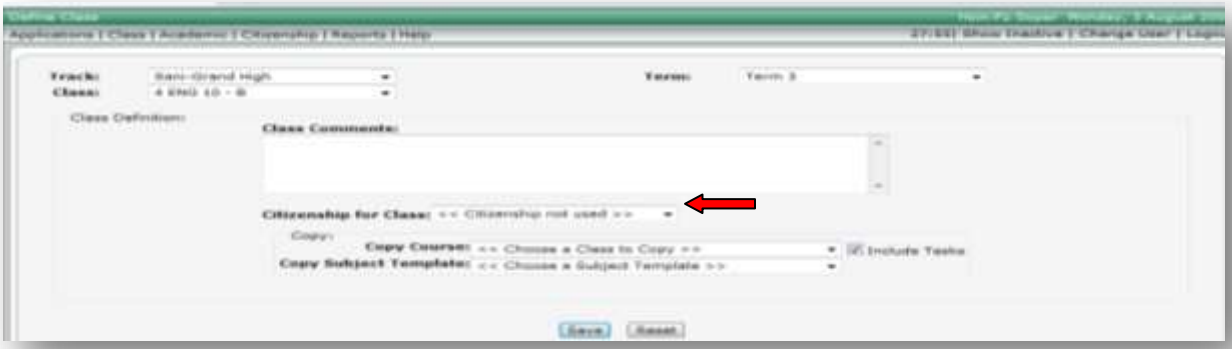
Define Task screen



After all defined Tasks for the categories are deleted:

To delete the Class:

1. Select Class on the menu bar
2. Select Define Class in Gradebook
3. Select the Term attached to the Defined Class you want to delete
4. Select the Class you want to delete
5. Check the Delete boxes next to all Category Titles and save.
6. Click on Delete Subject
7. If Citizenship was used, in the drop-down menu – select and <u>change it back</u> to <<Citizenship not used>> and save
8. Click Save to confirm the deletion of the Defined Class

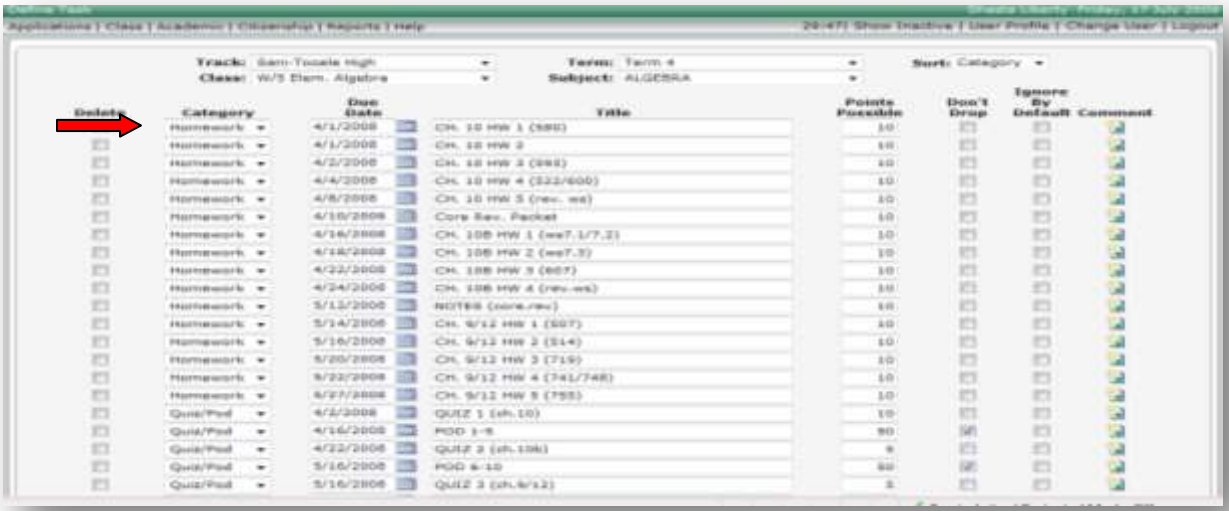


Error Message:

If the categories or defined Class won't delete and gives an error message, it is because there are still scores or student comments left in the Tasks or there are Citizenship Items or Citizenship marks assigned to students. Go back to → **Academic → Score Entry screen → Grades** tab and make sure all **active and *inactive student** scores, Citizenship Items and Citizenship marks have been deleted. Make sure you have no posted marks for the class. If a padlock shows next to the marks, this signifies the marks have been Posted. If you have posted academic marks, you will need to have the office or administration unlock your posted marks. After the marks have been unlocked from posting, you should be able to delete the academic mark(s) and Citizenship Items. **Always post again if the marks were posted.** You should be able to delete the Defined Class.

Academic → Define Tasks (assignments)

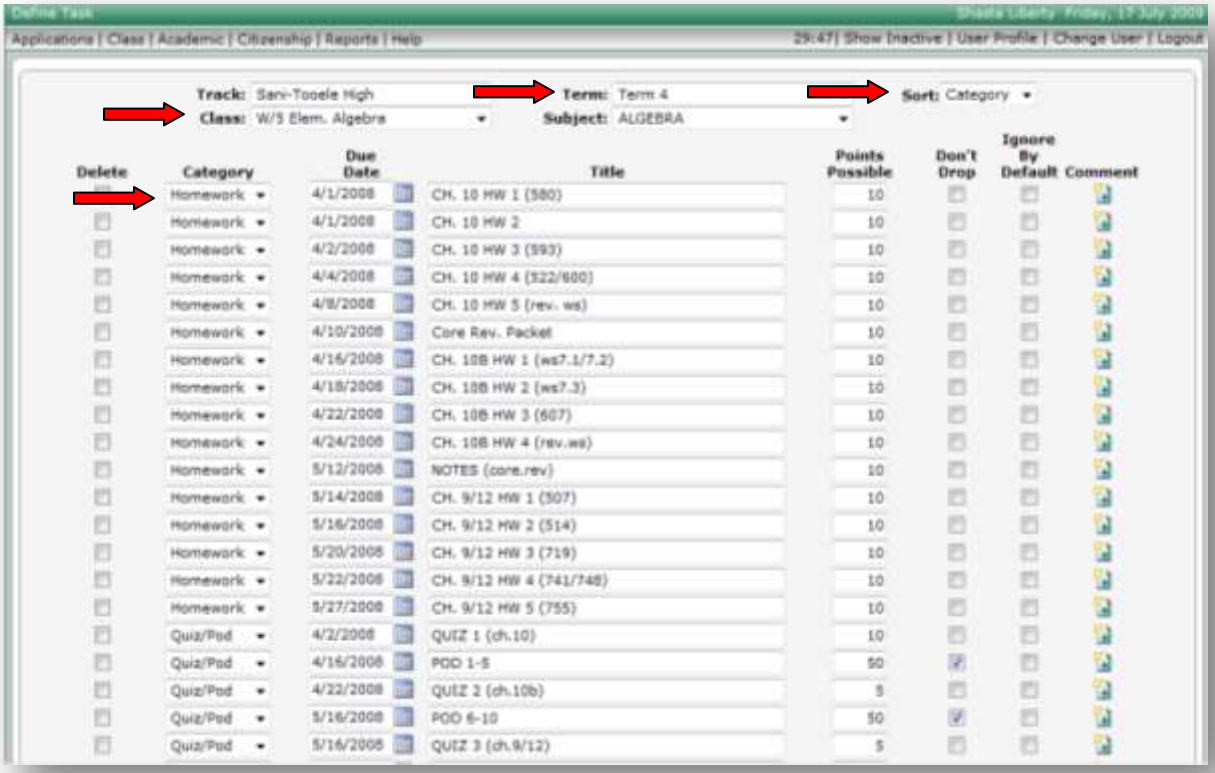
The Define Task screen is the most efficient way to add multiple Tasks (assignments). Tasks can easily be added to any Category. This is also the place to go to mark the Don't Drop flag, Ignore by Default flag for a given task, or to write comments about the task that will provide additional information and instruction for students and parents beyond the Task Title. Task comments will be displayed for parents to view on the web.



To Define Tasks (assignments):

1. Select Academic on the menu bar
2. Select Define Tasks
3. Select the Term
4. Select the Class
5. Change the Sort order, if desired (by Category, by Due Date, or by Title) using the drop-down field
6. Select a Category from the drop-down list
   a. Enter the Due Date using the calendar tool or by typing the date using mm/dd/yyyy format
   b. Type a task Title
   c. Type the Points Possible
   d. If you want to <u>prevent</u> a particular task from being dropped (if you have previously set up the Subject Template to drop a number of tasks), check the Don't Drop checkbox
   e. Check the Ignore by Default box to ignore the Task (assignment) when calculating student marks. The scores for this task will not be included in the calculated marks. **This option only works if there are no scores entered in the task**. The scores will be ignored and will be turned the color green in the grade book for identification. Ignore By Default is only used for tracking a task (assignment).
   f. Click on the Comment icon to add comments for the task (assignment), optional. Task comments are viewed by students and parents for information on the web.
7. Repeat step 6 for each new task (assignment) you need to define
8. Click Save to store your work
9. After saving, it will add five more blank lines at the bottom for adding more tasks (assignments)

Define Task Screen



To edit Tasks (assignments):

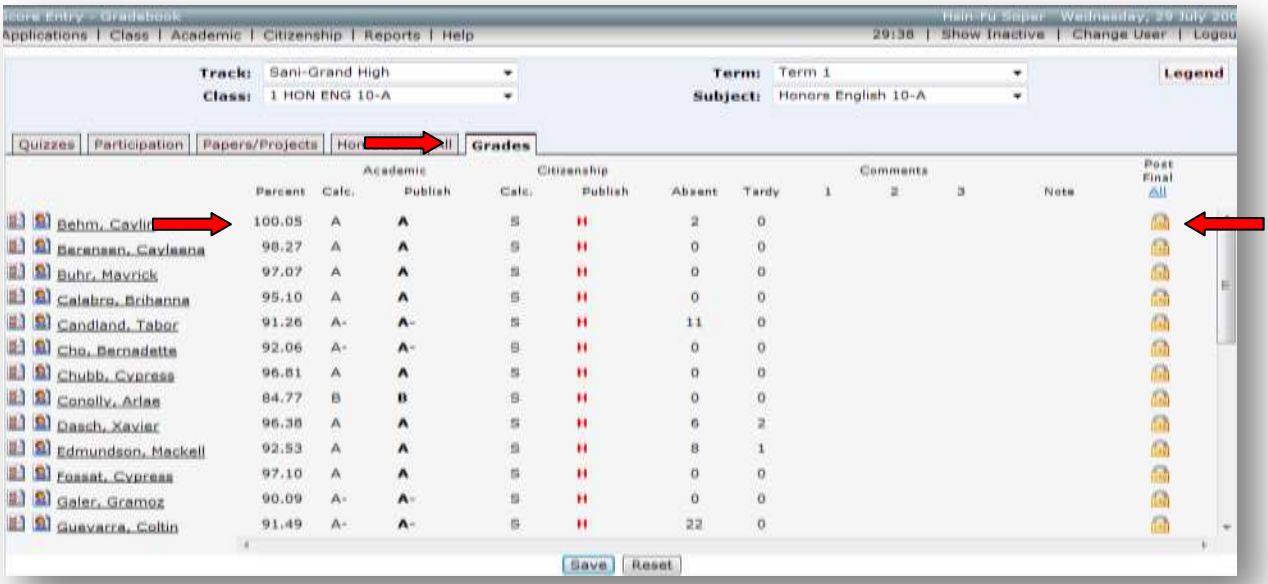
1. Select Academic on the menu bar
2. Select Define Tasks
3. Select the Term
4. Select the Class
5. Change the sort order, if desired by Category, by Due Date, by Title (optional)

6. You may:
   a. Change the Category assignment for one or more tasks using the Category drop-down list
   b. Change the Due Date for one or more tasks
   c. Edit the Title for one or more tasks
   d. Edit the Points Possible for one or more tasks
   e. Modify the Don't Drop flag for one or more tasks
   f. Check the Ignore by Default box to ignore the task (assignment) when calculating student marks. The scores for this task will not be included in the calculated marks. **This option only works if there are no scores entered in the task when selecting Ignore By default**. The scores will be ignored and will be the color green in the grade book. This is a task that is only used for tracking a task.
   g. Add or edit comments for one or more tasks. Task comments are viewed by students and parents for information about the Task (assignment) on the web.

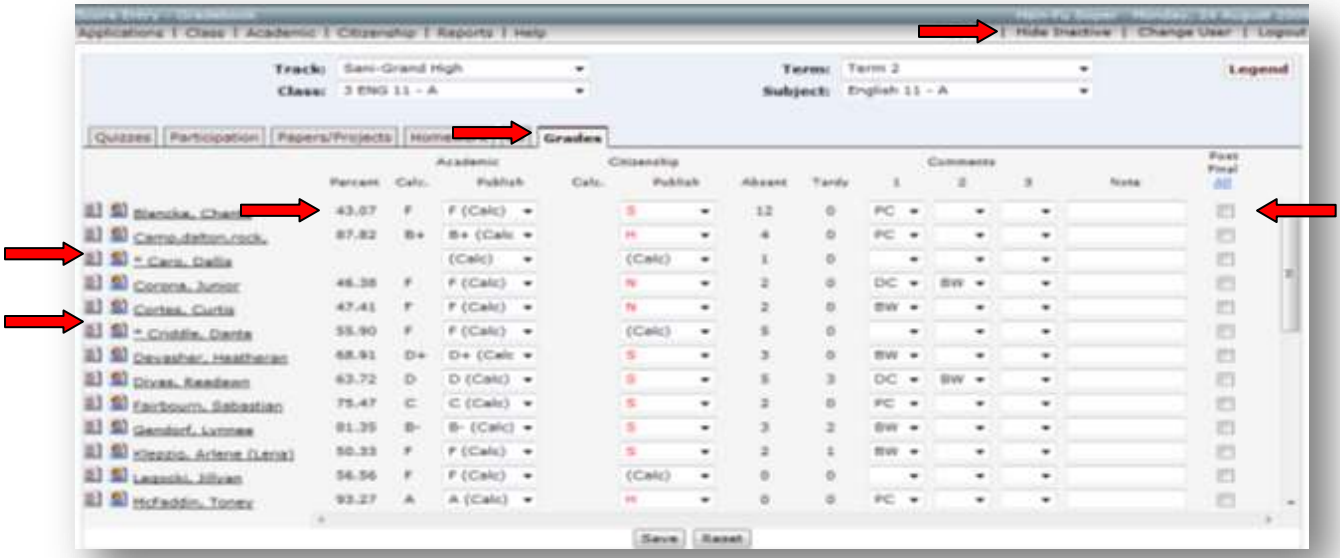
7. Click Save to store the changes

To delete Tasks (assignments):

Scores <u>must</u> be deleted in the Score Entry screen for all active and *inactive students before you can delete a Task.
If students have posted 🔓 academic marks, you will need to have the office or administration unlock the Posted academic marks so that you can delete them. If a padlock shows next to the academic marks, this signifies the academic marks have been Posted.

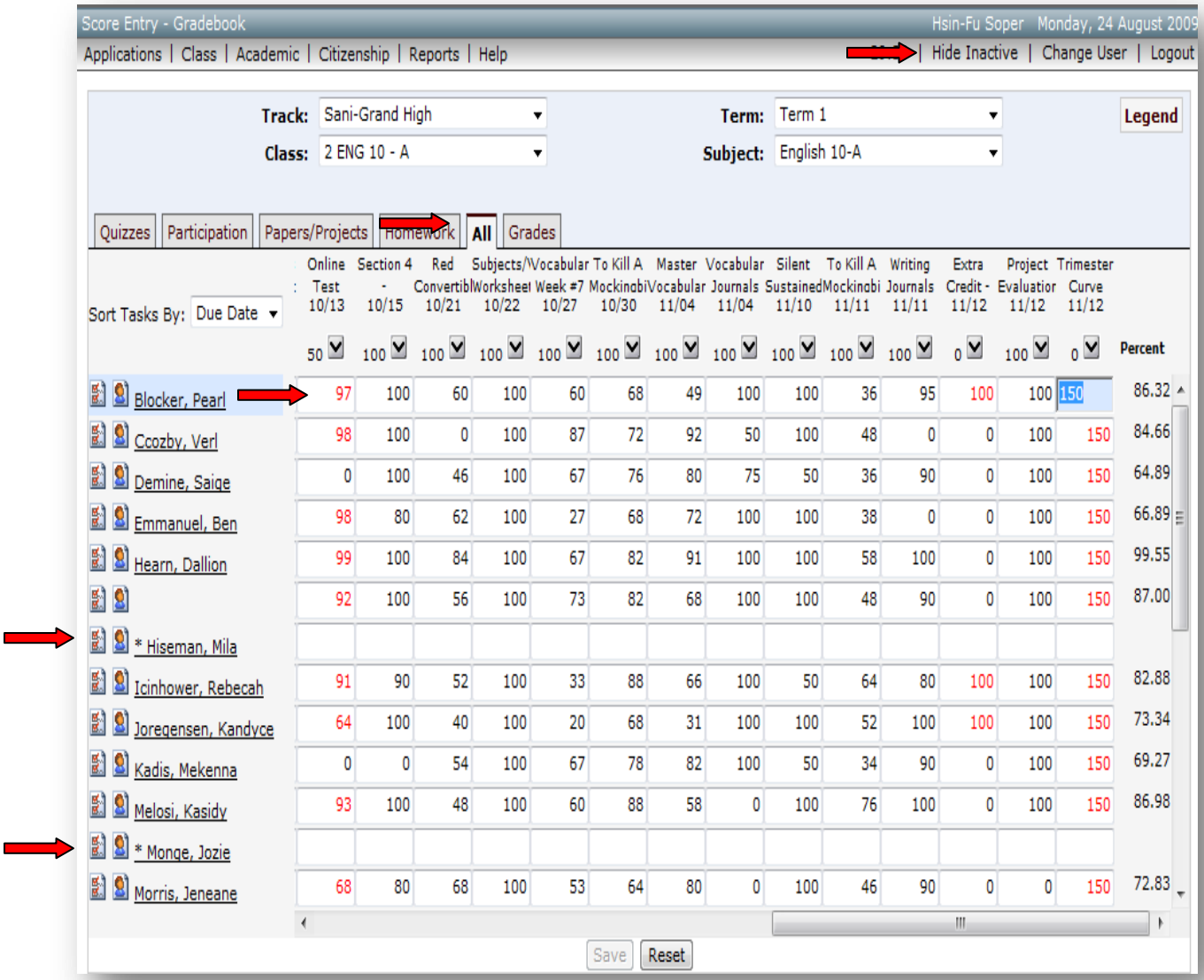


After the office has unlocked the Posted academic marks, select Show Inactive on the menu bar to show * inactive students. The Posted Score Entry screen will now be editable.



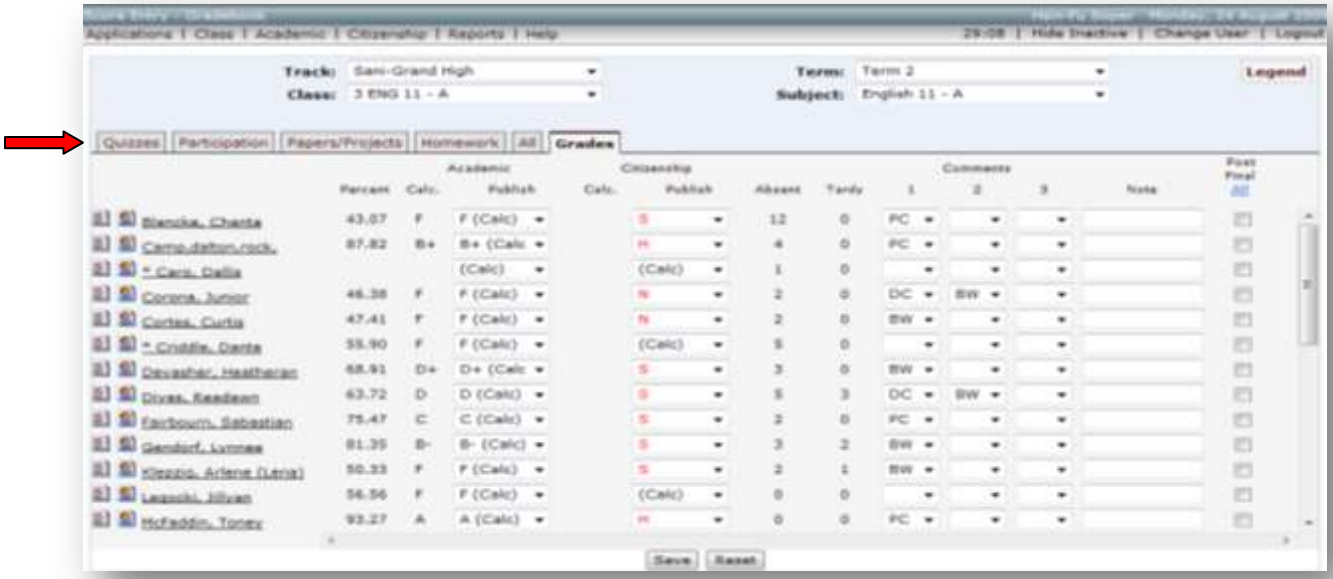
To delete scores for all Tasks (assignments):

1. Select Academic on the menu bar
2. Select Score Entry
3. Select the Term attached to the Task you want to delete
4. Select the Class attached to the Task you want to delete
5. Select the All tab
6. Select → Show Inactive on the menu bar located at the top – right. Selecting this will add all students to your class list that were enrolled during the school year but have exited your class. Inactive students will have an asterisk next to the *student name. Now *inactive student's scores can also be deleted.



7. Select each and all scores for the Task and delete
8. Click Save to store deleted scores
9. Delete all student comments attached to the Task

Score Entry screen - Delete all Scores attached to each task you want to delete

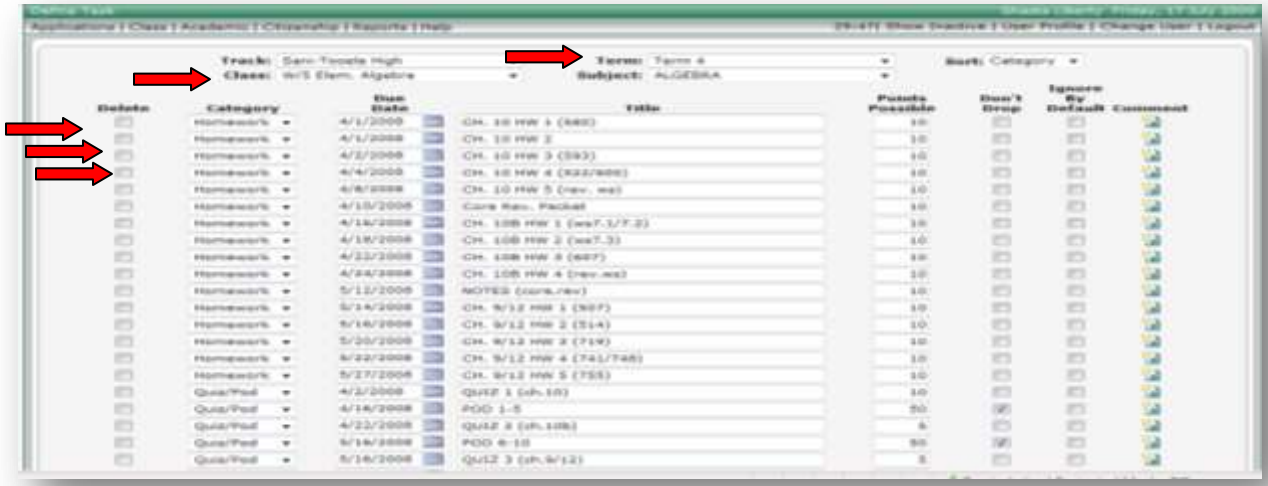


After all scores have been deleted for the Task(s) (assignments) you want to delete:

To delete Tasks (assignments):

1. Select Academic on the menu bar
2. Select Define Tasks
3. Select the Term
4. Select the Class
5. Check the checkbox next to the Tasks you want to delete
6. Click Save to delete the Tasks (assignments)

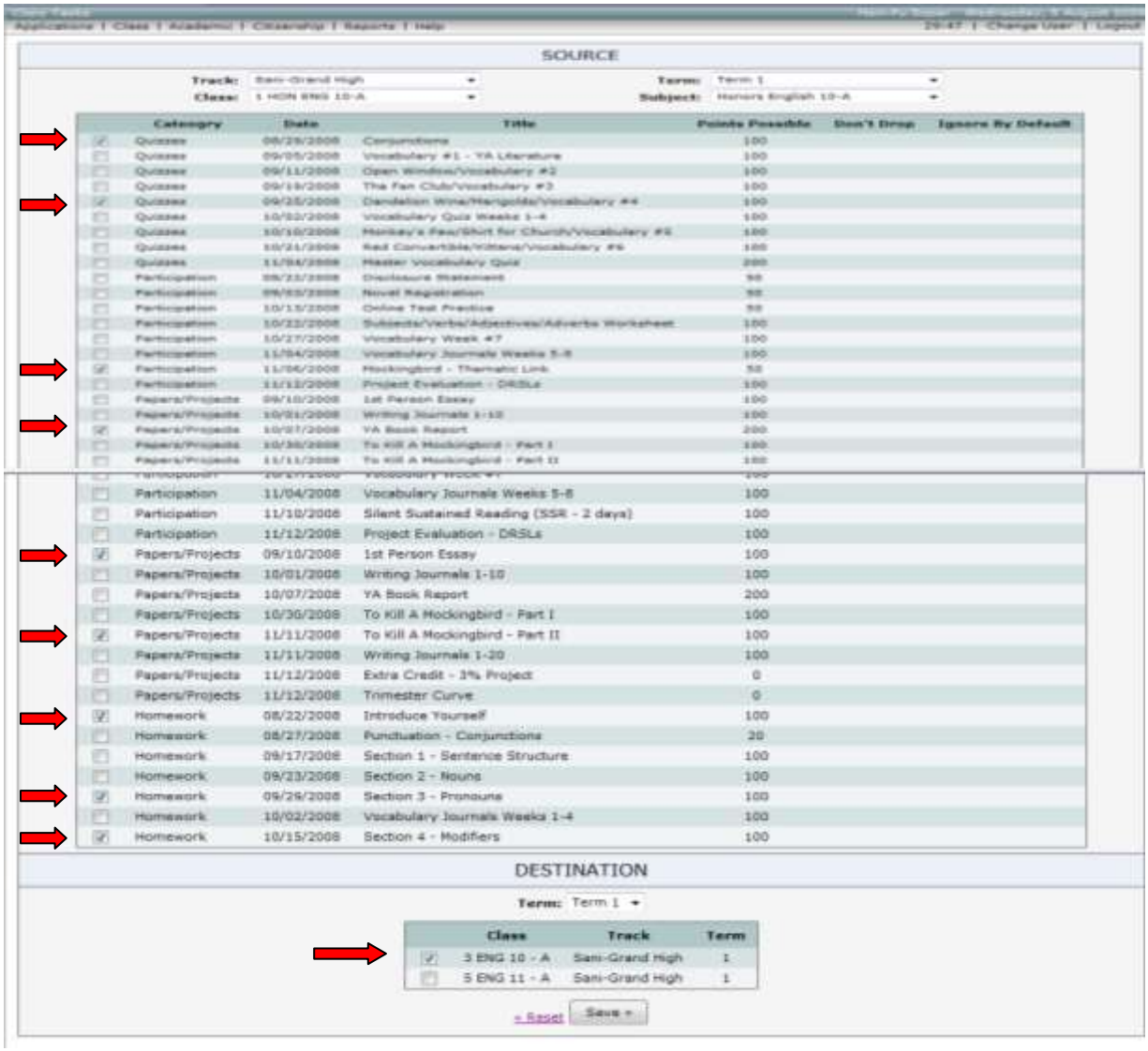
Define Task screen



Academic → Copy Tasks

1. Select Academic on the menu bar
2. Select Copy Tasks
3. Select the Term
4. Select the Class
5. Check the checkbox of each Task (assignment) that you want to copy to another Class
6. Select the Term Destination if future terms are setup
7. Check the checkbox of the Class Destination you wish to copy Tasks to
8. Click Save to assign the Tasks (assignments) to the selected Class
9. Reset will uncheck all checked Tasks boxes.

In order to copy Tasks from one class to another, classes must have the same parameters. For example: You cannot copy Math Tasks to an English class. And future terms must be setup before copying from one term to another.



Academic → Student Scores

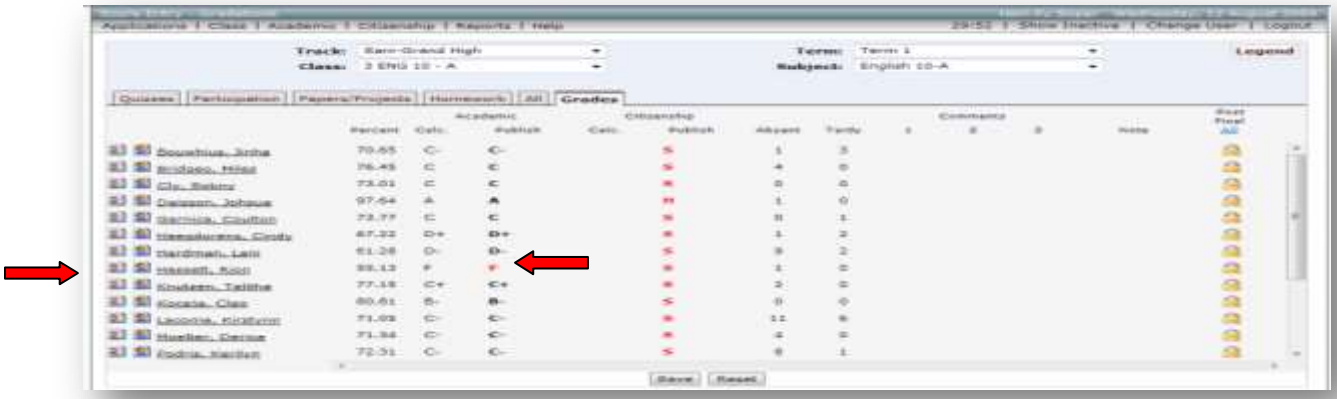
The student scores screen allows you to focus on all of the Tasks (assignments) information by class for an individual student.

The Student Scores screen is the perfect screen for student and parent viewing for discussing student score(s) with the individual student or with her/his parents. It is student specific for confidentiality.

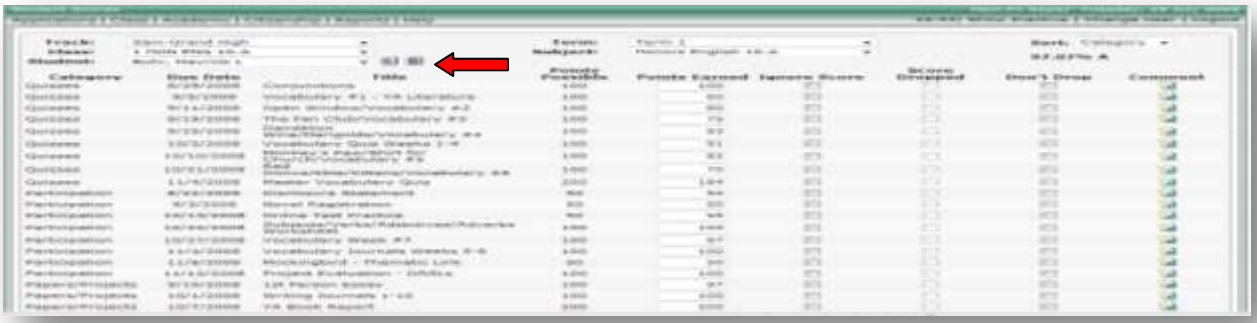
This screen also allows you to edit scores, mark a given Task to Ignore Score Dropped, or Don't Drop specifically for the student, and write a comment about a specific Task for the specific student. The screen will display the student's mark by class, but the mark will not be recalculated if you change or add scores until you save your work. Always save the edited Tasks before student or parent viewing to make sure the mark has been recalculated.

If you are adding scores or editing scores and the mark for the student doesn't change after saving the changes, the student could have an **overridden mark. Overridden marks will not recalculate or include newly added score changes on an individual student's scores unless you return the overridden mark back to calculated.** For instruction to return a student's score back to calculated turn to page 55.

Score Entry screen shows an overridden mark



Student Scores screen for individual student score entry



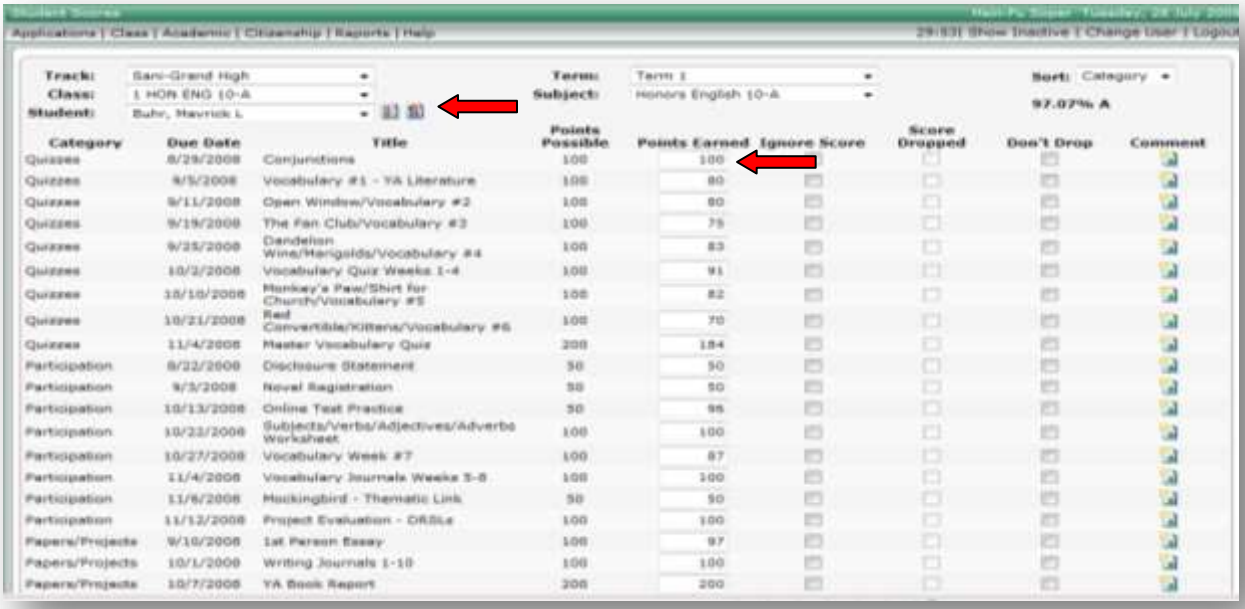
To use the Student Scores screen:

1. Select Academic on the menu bar
2. Select Student Scores
3. Select the Term
4. Select the Class
5. Select the Student in the drop-down field
6. Change the sort order, if desired by Category, by Due Date, or by Title (optional)

7. You may:
   a. Edit scores
   b. Mark one or more tasks to be ignored for this student (Ignore Score)
   c. See which scores, if any, have been dropped by the default setup created in the Subject Template for dropping lowest score, for this student (Score Dropped)
   d. Mark the Don't Drop flag for one or more tasks for this student
   e. Write or edit a comment for this student about any given task
   f. Access additional information about a student by:
      i. Clicking on the attendance icon to the right of the student's name
      ii. Clicking on the student demographic icon to the right of the student's name

8. Click Save to recalculate any score changes you have made to the Student Scores screen. If an individual student's score doesn't recalculate after saving the changes, **check for an overridden mark. Overridden marks will not include newly added score changes on an individual student's scores unless you return the overridden mark back to calculated.** More instructions about overridden and calculated marks are found on page 55.

Student Scores screen



Academic → Score Entry

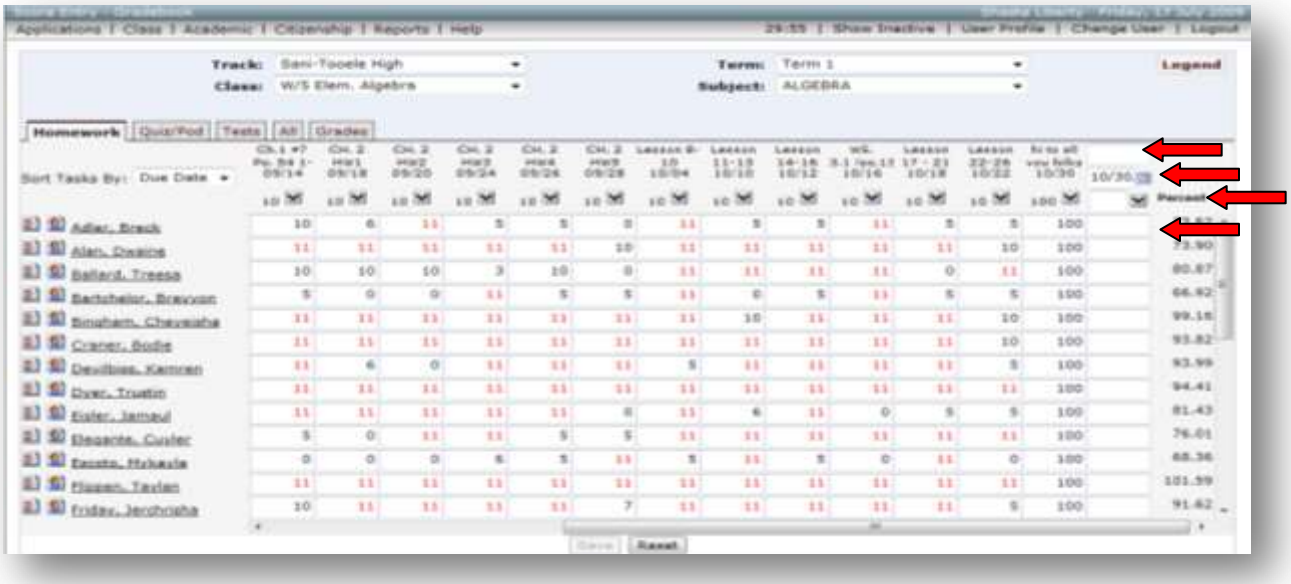
The score entry screen provides you with an efficient way to enter and edit student scores by class.

After selecting a class in the Score Entry screen, you will see a tab for each of the class categories in the sort order that you specified on the Class → Define Class in the Gradebook→ screen. In addition, you will see the All and Grades tabs. The All tab displays the Tasks from all of the Categories. The Grades tab displays the final calculated or overridden marks by percentage and letter mark.

The score entry screen is similar to a spreadsheet. Within the grid you can easily move from cell to cell to enter and edit scores. You can define a single Task if you are on a category tab (not in the All or Grades tabs). Another blank column will appear after you click Save to allow you to add another Task. (If you have several tasks (assignments) to define, it is much faster to go to → Academic → Define Task in the drop-down menu).

You can access attendance and demographic information from the Score Entry screen by clicking on the icons to the left of the student name. You can click on a student's name to move to his/her student page to enter scores for one student at a time.

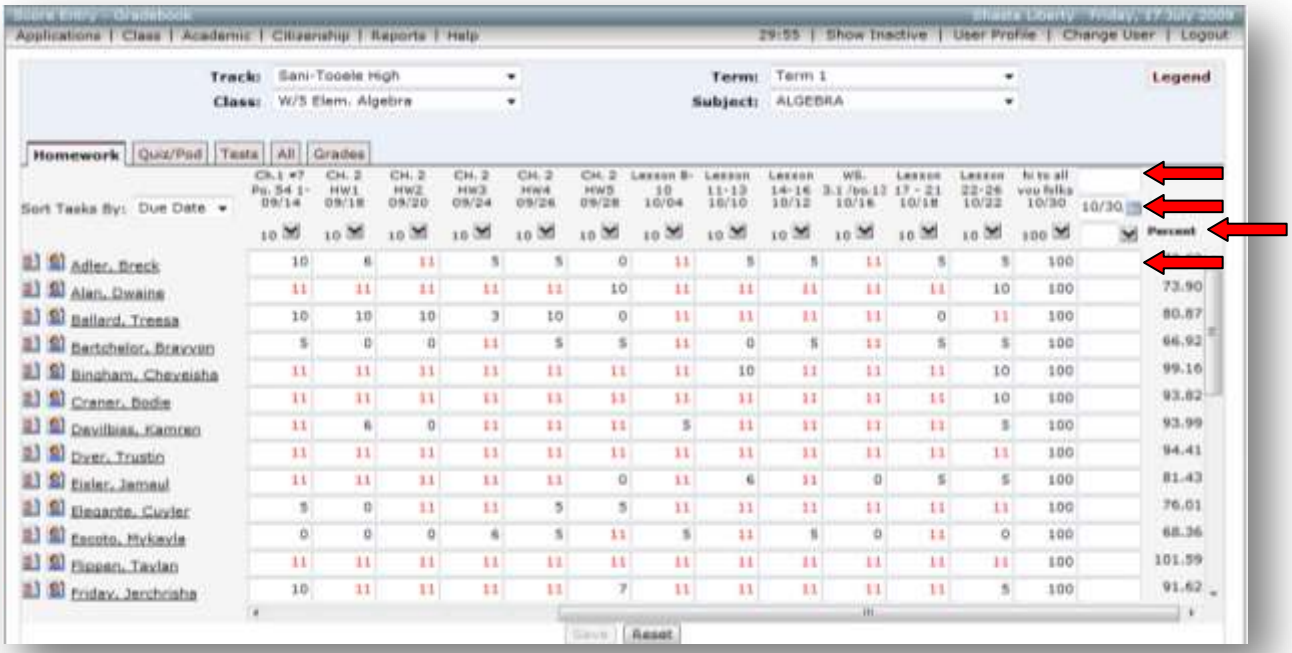
Score Entry screen by Class



To use the Score Entry screen by Class:

1. Select Academic on the menu bar
2. Select Score Entry
3. Select the Term
4. Select the Class
5. Select the Category tab you wish to add student scores to

6. You may:
   a. Add a new Task on this screen without going to the Define Tasks window by:
      i. Entering a Task name in the blank Task window
      ii. Entering the Due Date using the calendar tool or by typing the date in by using mm/dd/yyyy format
      iii. Entering the points possible
   b. Enter scores by:
      i. Clicking on the fill arrow at the top of the column to populate all students with the points possible or
      ii. Manually typing the scores as desired
   c. Edit scores by:
      i. Going to a cell to:
         1) Type over the existing score
         2) Delete the existing score
   d. **SAVE** –Always save your work to recalculate new or edited scores for accurate student mark changes before navigating away from the Score Entry window. This is critical.



7. **Save your work before navigating away from any screen or your data entry changes will be lost.**

   Your data will <u>not</u> be saved if you:
   a. Change classes without saving
   b. Click on a student's name to access the student scores screen without saving
   c. Use the menu to go to a different screen without saving
   d. Select Show Inactive students without saving
   e. Select Attendance or Student Demographic icons without saving
   f. Refresh your screen without saving
   g. Leave your computer idle until your login times-out without saving.
      To keep the data secure, login sessions will time-out.

Legend → Score Entry Screen → in Category Tabs

Scores that display in colors are defined in the **Legend**

Click on the **Legend** button to display

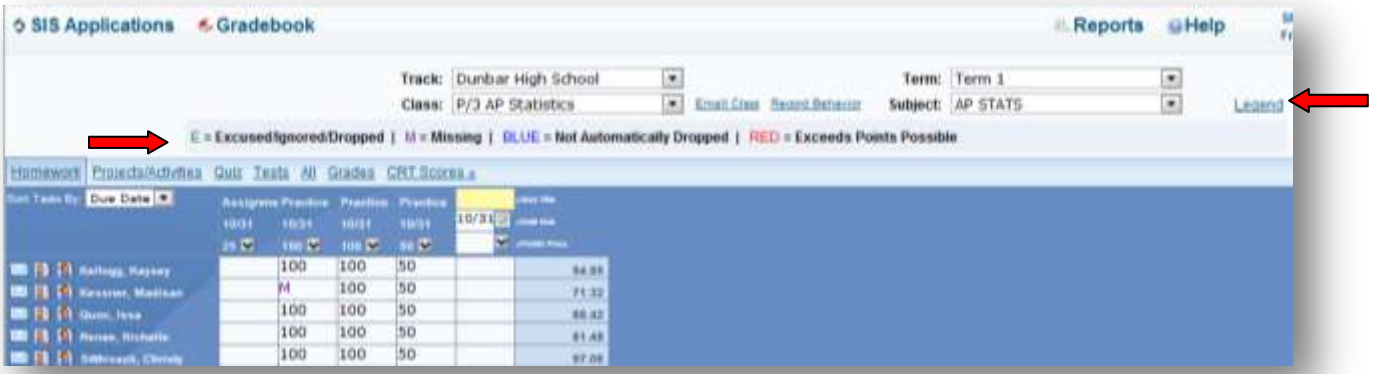
a. Legend definitions:

* Green = 'E' - Excused,Ignored/Dropped - Assignment is excused from score calculation.
* Purple = 'M' – Missing Assignment that is calculated as a 'zero' against the mark
* Blue = Not Automatically Dropped
* Red = Exceeds Points Possible (extra credit)
* blank = After the assignment due date, the missing assignment is ignored and <u>not</u> calculated against the student mark.

b. Access additional information about a student by:

* Clicking on the attendance icon to the left of a student's name
* Clicking on the student demographic icon to the left of a student's name

Click on the **Legend** button <u>again</u> to close the Legend definitions display



Legend → Score Entry Screen → Grades Tab

Click on the **Legend** button to display Pre-Defined - Canned school Report Card Comments

Click on the **Legend** button <u>again</u> to close the Legend definitions display

Academic → Score Entry → Grades Tab

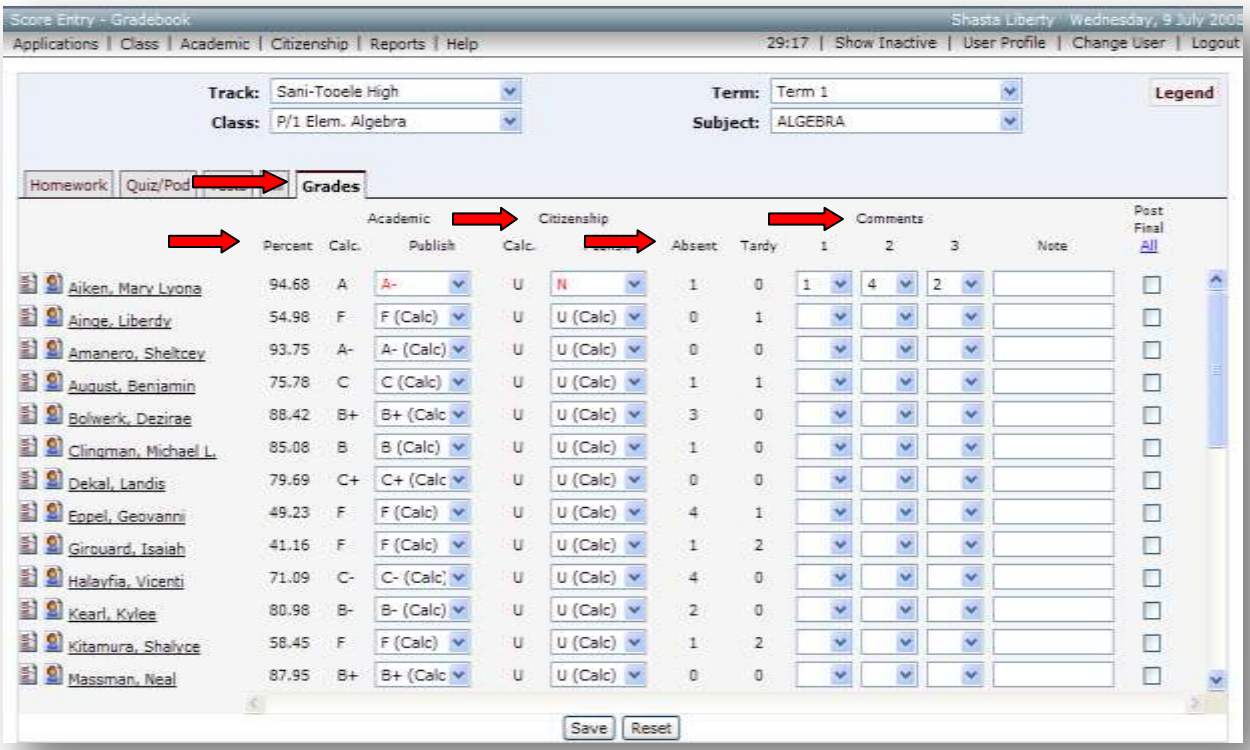
Column Definitions for the Score Entry Screen:

Academic - Percent: The percentage of points earned to points possible.

Academic - Calc.: Calculated mark, a summary academic mark based on scores entered.

Academic - Publish: Posted /Finalized/Stored calculated mark or teacher overridden academic mark. It is the mark that will be Published /Posted/ Finalized/Stored and printed on all final reports and Published to Course History.

Citizenship - Calc. : A calculated citizenship mark, a summary citizenship mark based on student citizenship item scores.

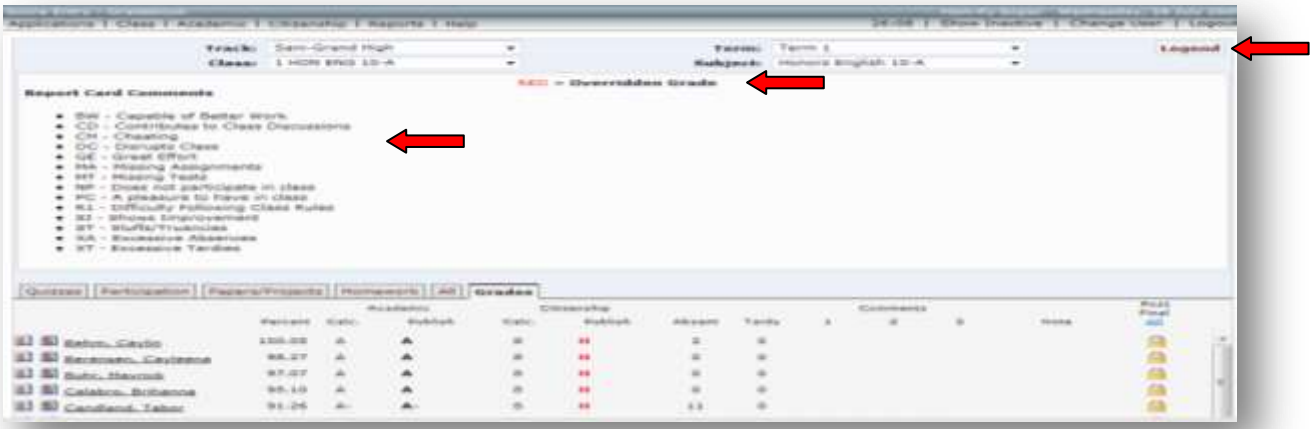


Citizenship - Publish : A summary citizenship mark or teacher overridden citizenship mark which is the citizenship mark that will be Published on all final reports and Posted/Published / Finalized / Stored to Course History.

Absent: Always displayed -- Automatically calculated after saving.

Tardy: Always displayed -- Automatically calculated after saving.

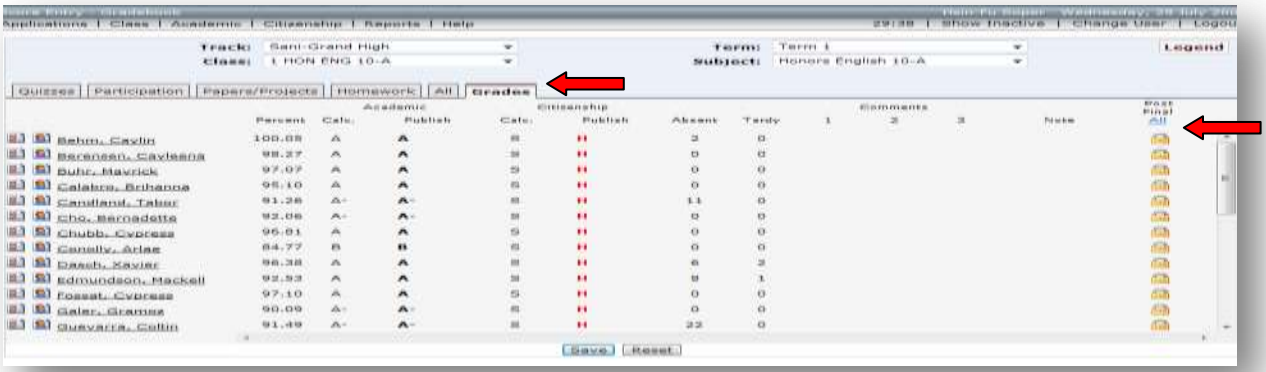
Comments - 1 , 2 , 3 : One-line, pre-defined (canned) comments edited by the office or administration in Academic Progress can be applied to individual students. Comments are selected in a drop-down menu as numbers. By clicking the 'Legend' button, users may display the explanation of numbers that correspond to comments.
These comments will be printed as numbers on student reports with a Legend.



Other Student Comments that are not listed in the Grades tab: Student Comments that are given by task to individual students in the Student Scores or Score Entry window will be printed on Progress Reports along with the pre-defined numbered comments.

Note: An editable text box allowing for individualized student comments which are included on the Student Grade book screen as well as printed on the Report Cards. Notes do not print on Progress reports.

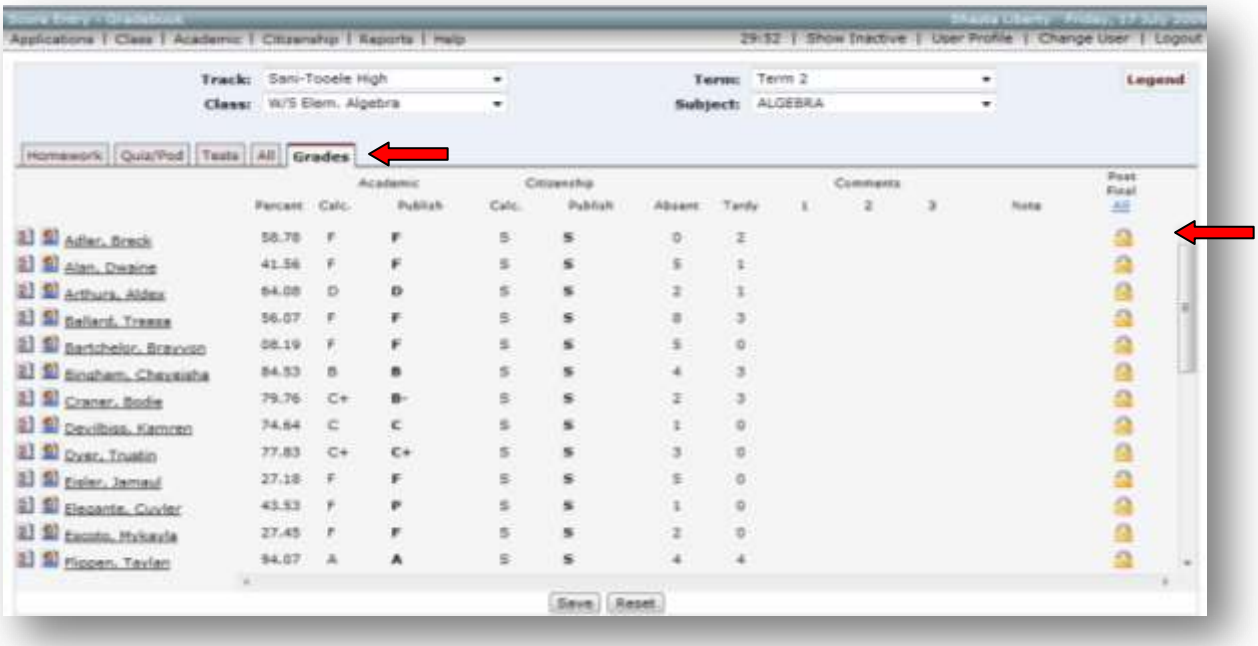
If the Note box is not editable, it is because the student mark has been posted. **If a padlock shows, this signifies the marks have been Posted.** Only unlocking the student mark(s) will allow the Note box to be editable again.



Post 🔓 *Final* - *ALL*: Post Final is used to Publish/Finalize/Store student marks. A checkbox for posting a student's mark to history will post marks after selecting All or one student at a time and **saving**.

Academic → Post 🔓 Final - All

Occasionally the office will instruct you to post your marks so that mid-term or end of term report cards can be printed and distributed. This can be done as frequently as the school administration requires. The marks should be posted at the end of every term whether or not the office will be printing student report cards. Marks not posted will not show on report cards and be lost when the school year is over and the database has been rolled over for the start of the next school year. These marks are not retrievable. Students will lose not just the mark for the class but also the credit awarded for the class and could affect graduation credit.



To Post Final marks → Publish/Finalize/Store marks:

1. Select Academic on the menu bar
2. Select Score Entry
3. Select the Term
4. Select the Class
5. Select the Grades tab (this is the only place you can post or view class or individual student posted marks)
6. Check the checkbox next to each student(s) name that is to be posted to Final or click All if you want all students' marks Posted to Final
7. Click Save

You will need to select each and ALL individual classes for each class for posting student marks

Once the marks are posted to Final, you will see the status information change on the screen.

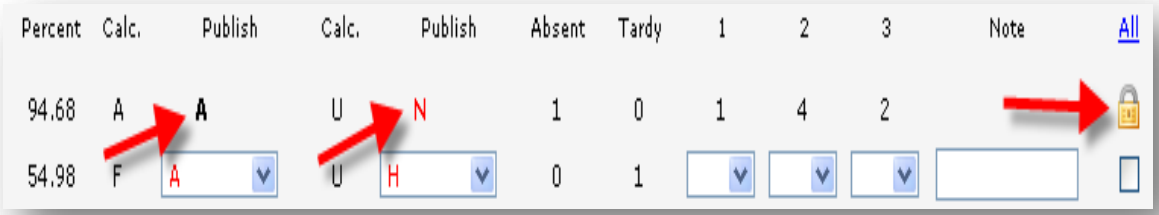
Academic → Review Posted Final Marks

Teachers need to always check each term to make sure all class marks have been Posted.
Posted marks will show a padlock in the Score Entry screen in the Grades tab by each student name. If a student's mark hasn't been posted, their name will not have a padlock by it. You need to select the student's name to be posted and save to post all student marks. Each class must be selected one at a time and checked to make sure all student marks have been posted.

To review posted marks:

1. Select Academic on the menu bar
2. Select Score Entry in the drop-down menu
3. Select the Term
4. Select the Class
5. Select the Grades tab (this is the only place you can post marks or view your posted marks)
6. Repeat this for all classes in the term and make sure all student marks are posted

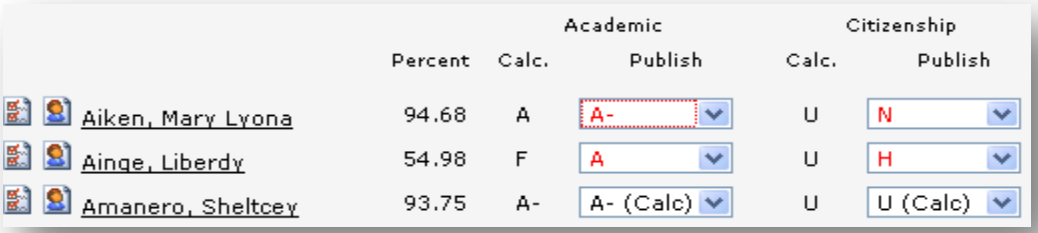
After you have Posted to Final, the marks appear in the Publish column as they are now stored in academic history. Marks are **black** if it is a calculated mark and has not been overridden. Marks will be red if it is an overridden mark. Drop-down options disappear and a lock icon appears in place of the Post Final checkbox.



If changes need to be made to marks after Posting Final, if a padlock shows on the mark needing changed, users need to ask the office or administration to unlock the posted marks. After editing the marks, the teacher will need to post the mark again, making sure a padlock shows again.

Academic → Score Entry → Grades Tab -- Overridden Marks

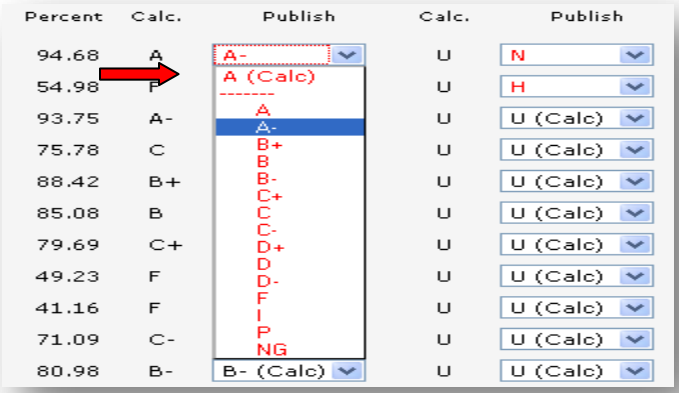
On the Grades tab, users may override any calculated mark by choosing a mark from the drop-down menu and saving the change. Overridden marks will appear in red. On an individual student, an overridden mark will not recalculate and include newly added score changes that are added after a teacher has given a student an overridden mark unless the teacher returns the overridden mark back to calculated. This is critical to remember!



		Academic		Citizenship	
	Percent	Calc.	Publish	Calc.	Publish
Aiken, Mary Lyona	94.68	A	A-	U	N
Ainge, Liberdy	54.98	F	A	U	H
Amanero, Sheltcey	93.75	A-	A- (Calc)	U	U (Calc)

Academic → Score Entry → Grades Tab -- Calculated Marks

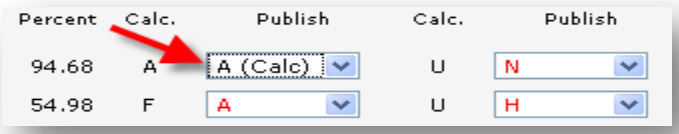
The top option in the drop-down menu picture below displays the calculated mark … (Calc).



Percent	Calc.	Publish	Calc.	Publish
94.68	A	A-	U	N
54.98	F	A (Calc)	U	H
93.75	A-	A	U	U (Calc)
75.78	C	A-	U	U (Calc)
88.42	B+	B+	U	U (Calc)
85.08	B	B	U	U (Calc)
79.69	C+	B-	U	U (Calc)
49.23	F	C+	U	U (Calc)
41.16	F	C	U	U (Calc)
71.09	C-	C-	U	U (Calc)
80.98	B-	D+	U	U (Calc)
		D		
		D-		
		F		
		I		
		P		
		NG		

Selecting the calculated mark … (Calc) resets the overridden mark back to the calculated mark … (Calc).

Any mark … (calc) can be selected to set marks back to calculate. The mark then appears in **black** as if the overridden mark never occurred.



Percent	Calc.	Publish	Calc.	Publish
94.68	A	A (Calc)	U	N
54.98	F	A	U	H

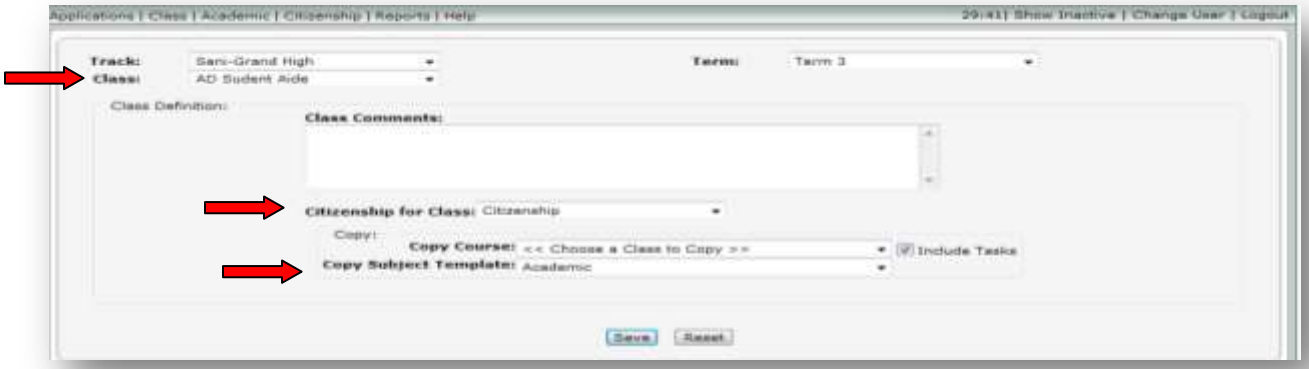
Student Aides → TA

Academic → Student Aides – (TA -Teaching Assistants)

Student Aides / Teaching Assistants typically are not assigned tasks, but can be. They are usually given a final mark at the end of each reported grading mid-term or end of term. They are enrolled in a separate class named Student Aide. You will need to set them up like your other academic courses.

To setup Class for Student Aides:

1. Select Class on the menu bar
2. Select Define Class in Gradebook
3. Select the Term
4. Select the Class (Student Aide)
5. Select Citizenship (Optional) if it has been previously setup
6. Select the Subject Template you want to copy from the drop-down menu
7. Click Save



8. Edit Categories if you want them different than other courses (Optional)
9. Click Save

To enter marks for → Student Aides / Teaching Assistants (TA):

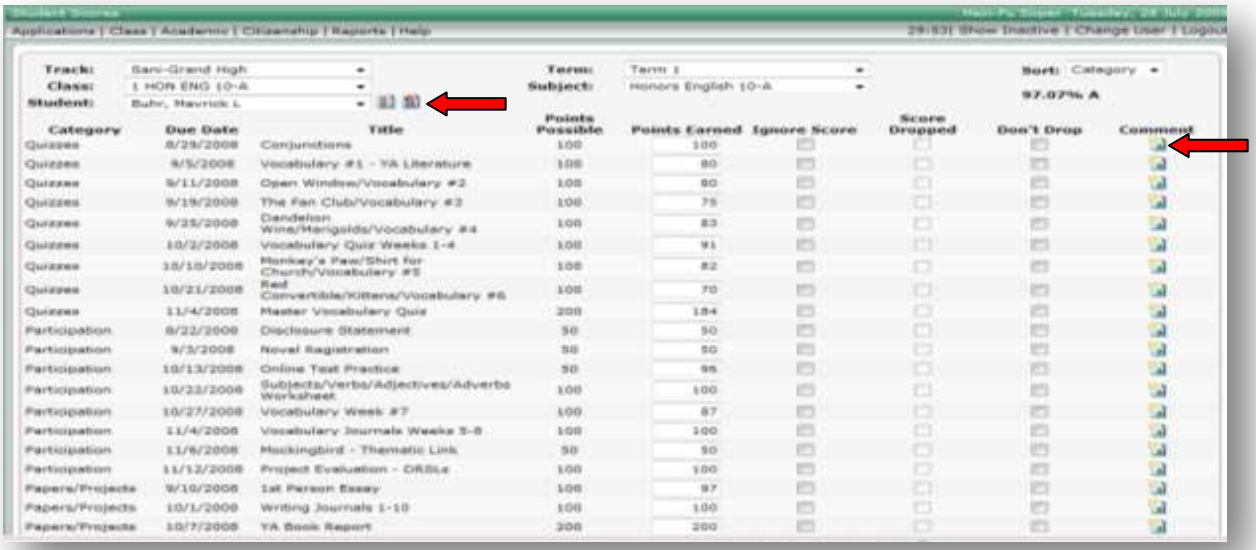
1. Select Academic on the menu bar
2. Score Entry
3. Select the Tasks tabs for entering scores (Optional) or
4. Select the Grades tab to give a final mark
5. Click Save
6. Make sure all Student Aides marks are posted to Final at the end of each term and year

After marks have been posted:

If you need to change a mark for a Student Aide (TA), you need to contact the office or administration and ask them to unlock your posted mark so that you can change it. **If a padlock 🔓 shows in the Grades tab, this signifies the marks have been posted.** After editing the student mark, be sure to post the marks again and save.

Comments → Student

You may want to write comments to an individual student and his/her parents providing more information than the student marks indicate for a given term. Student comments do print on Progress Reports.



To add or edit comments for an individual student can be entered on the Student Scores screen or Score Entry screen:

To add comments for a student on the Student Scores screen:

1. Select Academic on the menu bar
2. Select Student Scores
3. Select the Term
4. Select the Class
5. Select the Student
6. Select the Category – Task Title that you want to add a student Comment to
7. Select the Comment icon at the right of the student's score to enter or edit student comments
8. Click Save to store your work

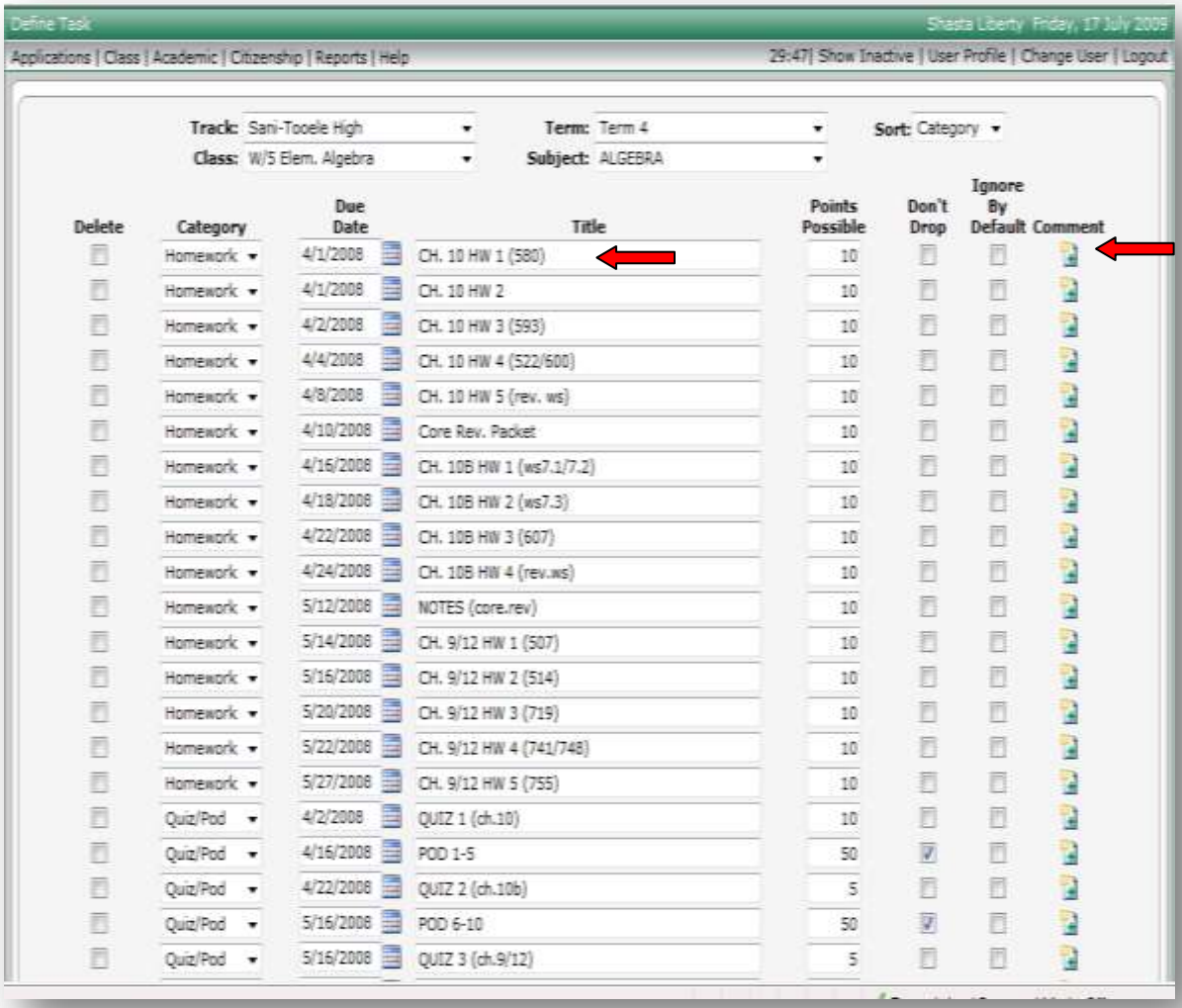
or

To add comments to a student from the Score Entry screen:

1. Select Academic on the menu bar
2. Select Score Entry
3. Select the Term
4. Select the Class
5. Select the Category Tab
6. Select the Student by clicking on the student name
7. Select the Task Title that you want to add a Comment to
8. Select the Comment icon at the right of the student's score to enter or edit student comments
9. Click Save to store your work

Comments → Task (Assignment)

Task comments are viewable by students and parents on the web.



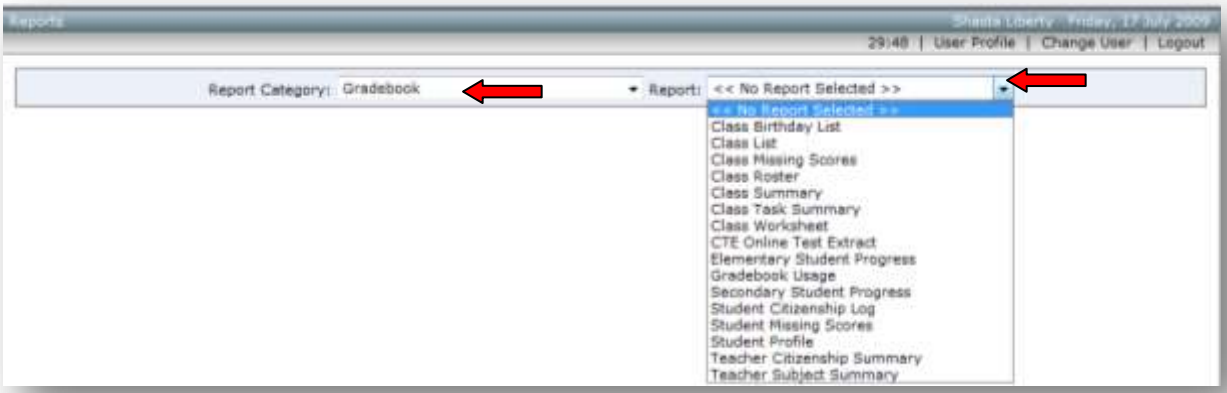
To add or edit comments for a Task (assignment):

Task Comments can be used to give instruction to students about the Task (assignment)

1. Select Academic on the menu bar
2. Select Define Tasks
3. Select the Term
4. Select the Class
5. Select the Task (assignment) Comment icon
6. Enter or edit generic viewable comments for all students/ parents about the specific Task (assignment)
7. Click Save to store your work

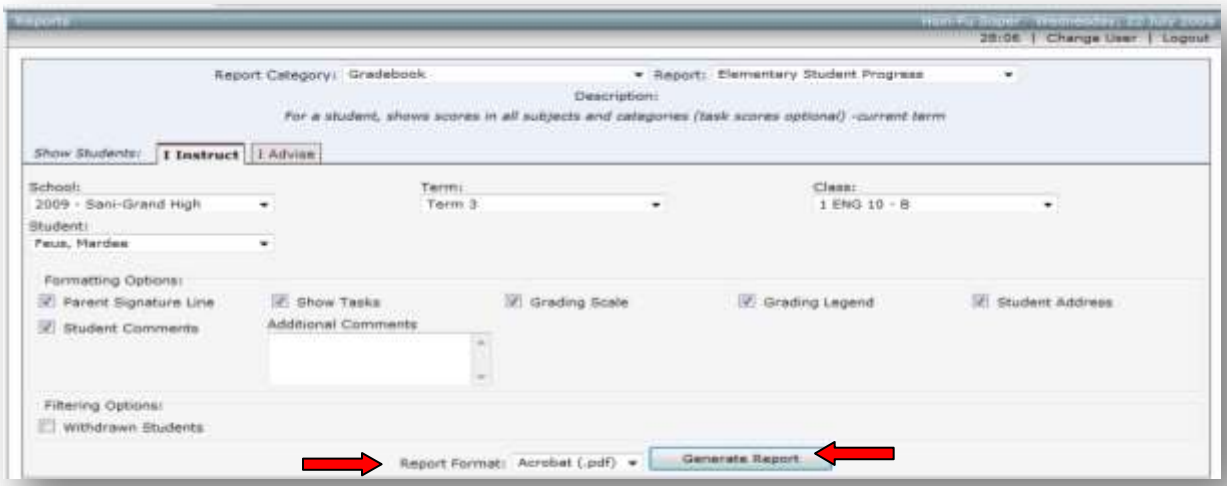
→ Reports

The interface for reports opens in a new browser window. You will have two browser windows open when generating reports. The grade book window and the reports window.
The list of all available reports is accessed using the reports drop-down list. To shorten the list, select a Report Category from the Report Category drop-down list.



To print a report:

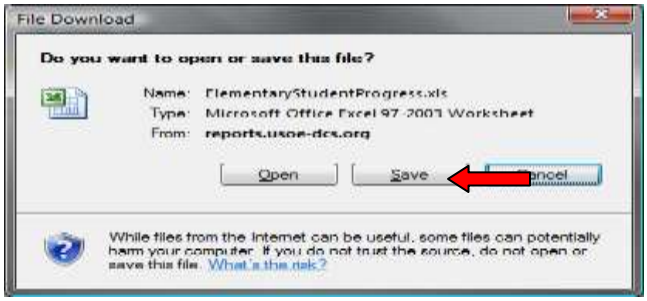
1. Select Reports from the menu bar or select the Reports icon
2. Select a Category (optional)
3. Select a Report
4. Select the desired Formatting Options (Parent Signature, Show Tasks, Student Comments, etc.) and Filtering Options (Withdrawn Students, etc)
5. Select the Report Format: Acrobat (.pdf) is the default format report
6. Click the Generate Report button to display the selected default Acrobat (.pdf) report



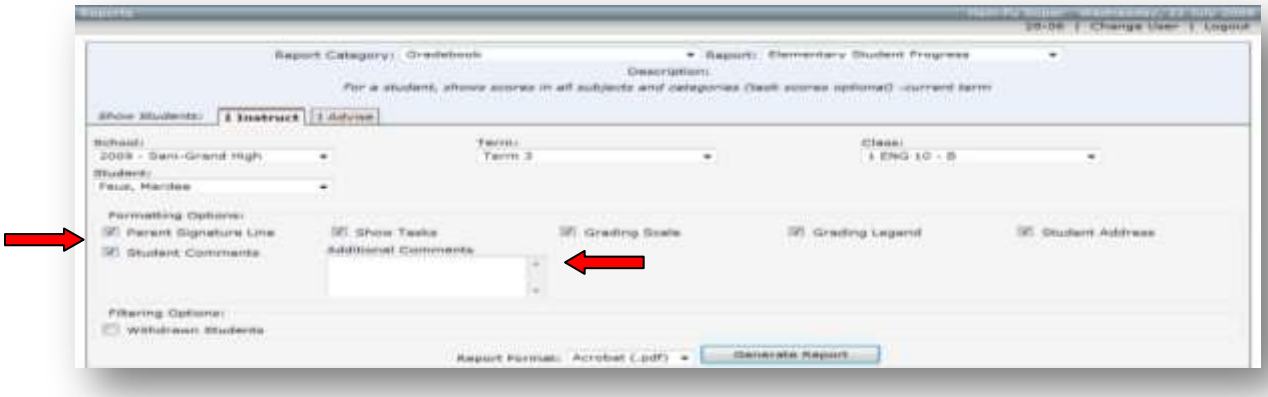
Options:

You can select the options to view the report in the default Acrobat (pdf) format, or Excel(.xls)format, Text(.csv) format, or Web (.html) format

7. To choose to export a different Report Format in the Report Format drop-down field like Excel (.xls).
   a. Select the Excel (.xls) file from the drop-down list
   b. Click the Generate Report button

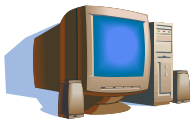


   c. Click Open or Save it to your computer
   d. You may also:
      i. just Print the report
      ii. Save the report to your computer
8. When finished generating the report, Close the browser window displaying the report to return to the reports screen
9. Close the reports browser window to return to the grade book window
10. You can add Additional Comments on the report screen for some reports, before printing. These are generic comments for all student information. Once you have printed the report, the Additional Comments are deleted. You need to type in Additional Comments every time you print a new selected report. Additional Comments are not stored or saved for Report Cards or Mid-Term Reports.



Teacher comments for students are saved and printed in addition to other or pre-defined comments on the reports for each term.

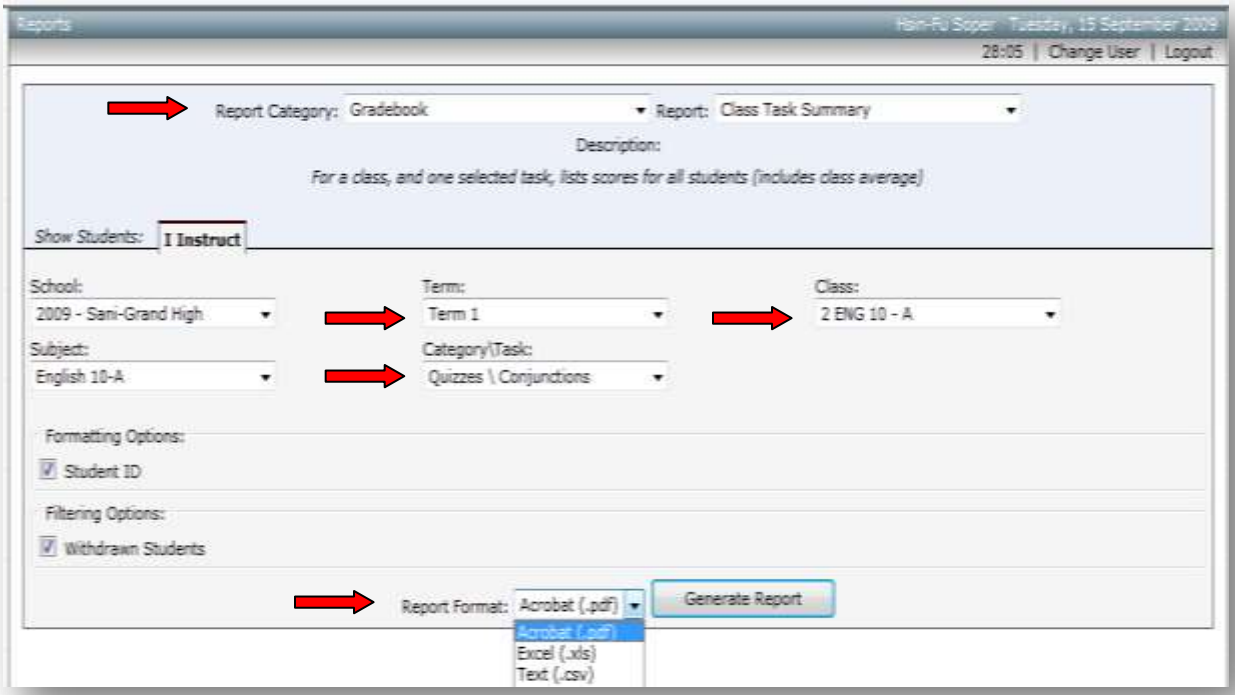
Saving Grade Book Task Assignments to your computer→



To save Grade Book Task assignments:

Create a Folder to save your grade book files in on your C: drive or where you are allowed to save your documents and name the folder by Subject, by Term, or what you will use to identify the student assignments you want to save. (Term1HonorsEnglishPeriod1)

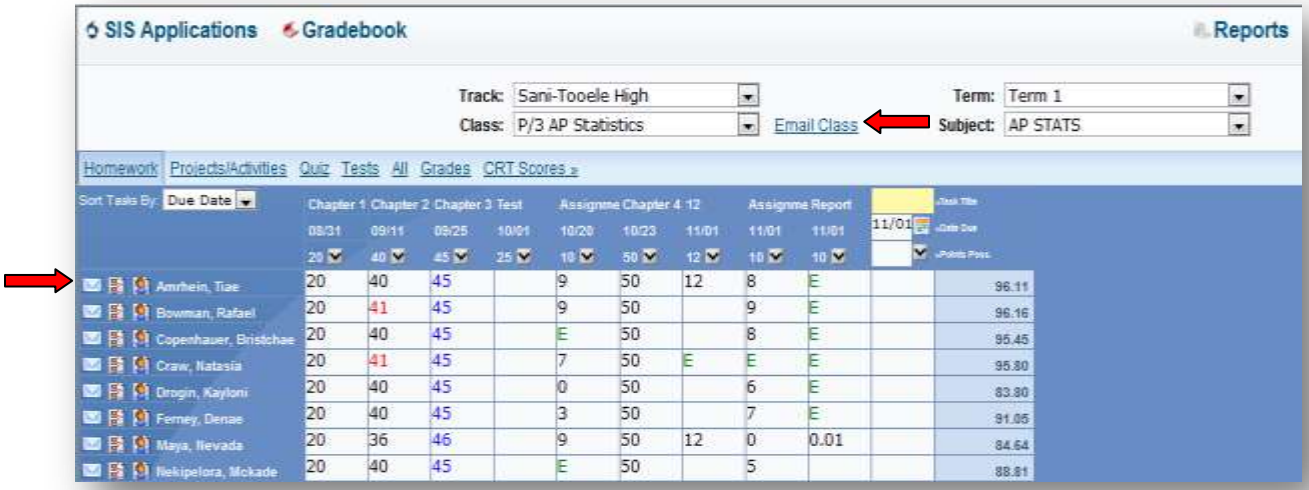
1. Select Reports on the menu bar
2. Select Gradebook Report Category
3. Select Class Task Summary Report or any other report(s) you want to save
4. Select the Term
5. Select the Class
6. Select the Category/Task
7. Select the Report Format (Excel (.xls), (Acrobat(pdf.), etc.



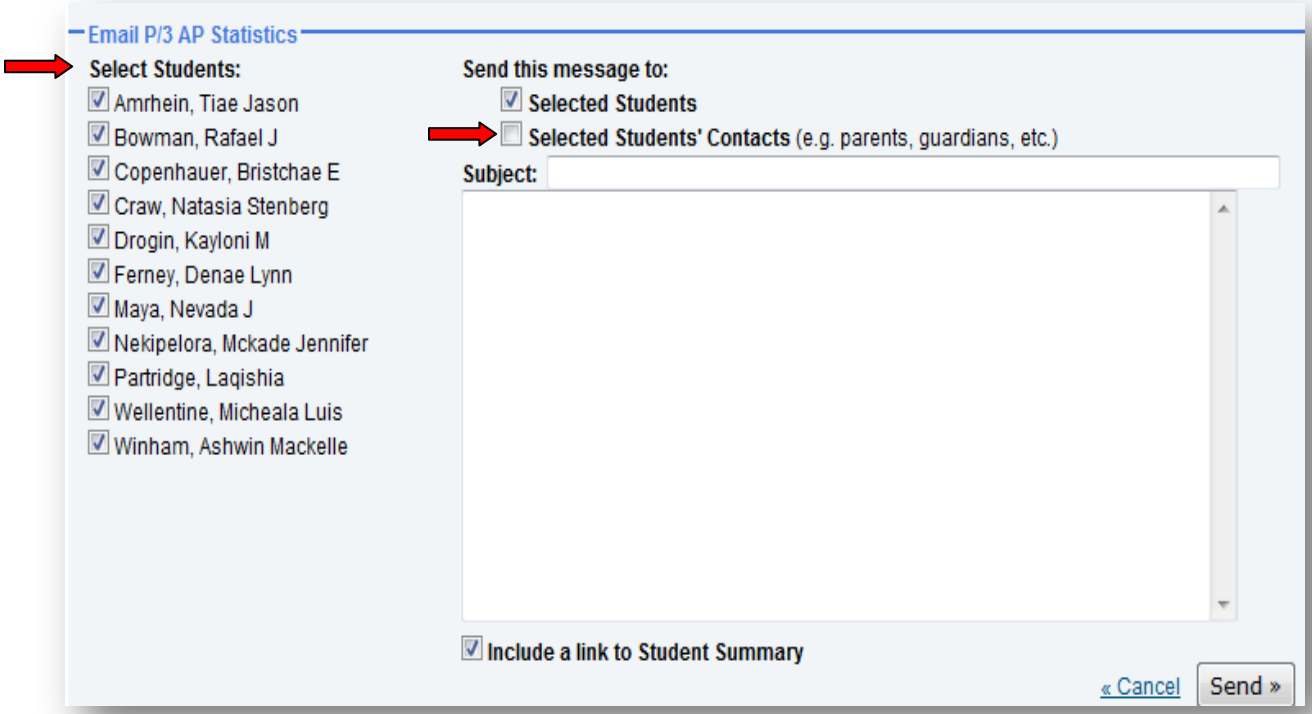
8. Select Generate Report
9. Select Save for (.xls) or File → Save As for (.pdf) and navigate to the folder you have created and save the file inside the folder.
10. Repeat this for all assignments you want to save.

E-Mailing → in the Grade Book

E-Mail Class - students and contacts (parents/guardians):

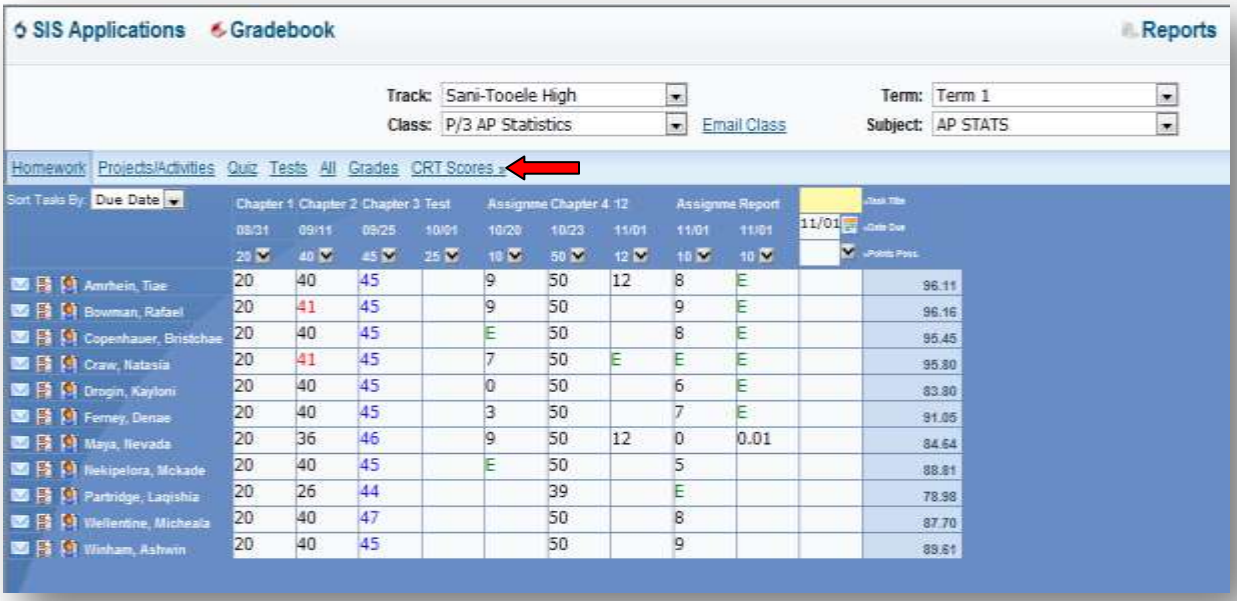


Teachers can e-mail the class (all students) or one student at a time.
Selecting: Selected Students' Contacts (e.g. parents,guardians, etc.) will include the e-mail to go to contacts of the students if the parent/guardians have e-mail setup on your database.

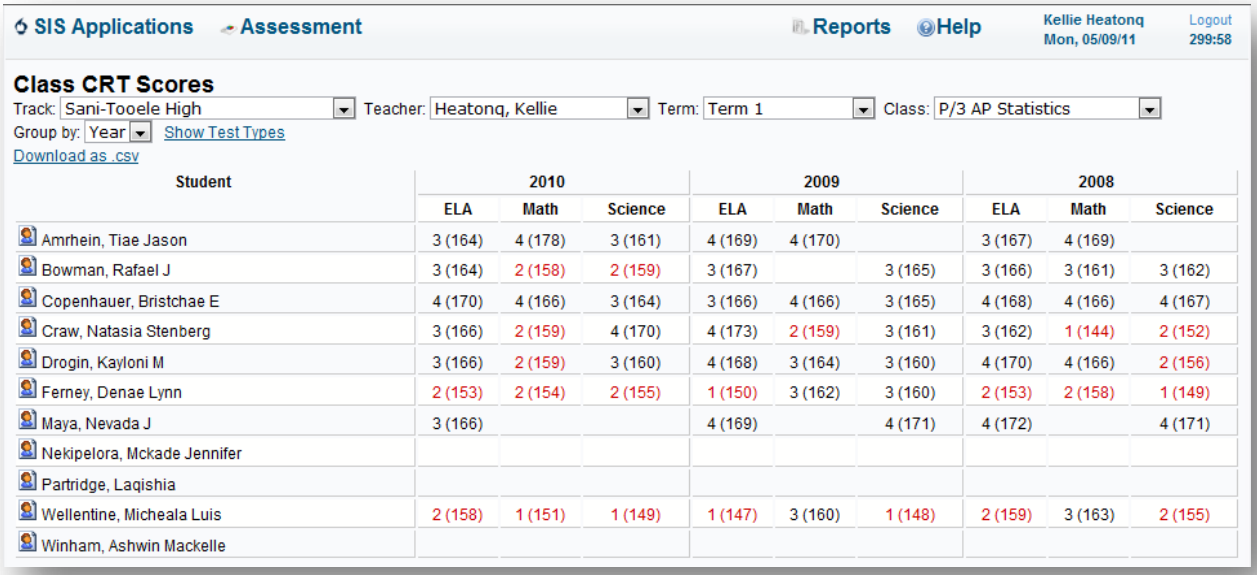


CRT Scores → are viewable in the Grade Book by Teachers

Select the CRT Scores Tab:



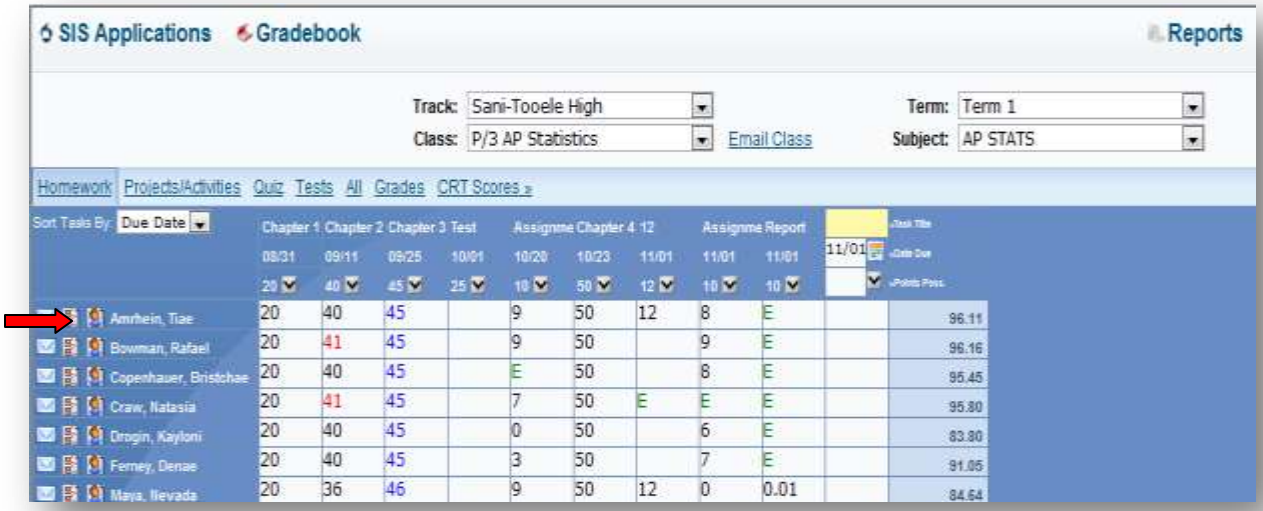
ELA – Language Arts Scores
Math Scores
Science Scores
Red Scores → indicate below average results-



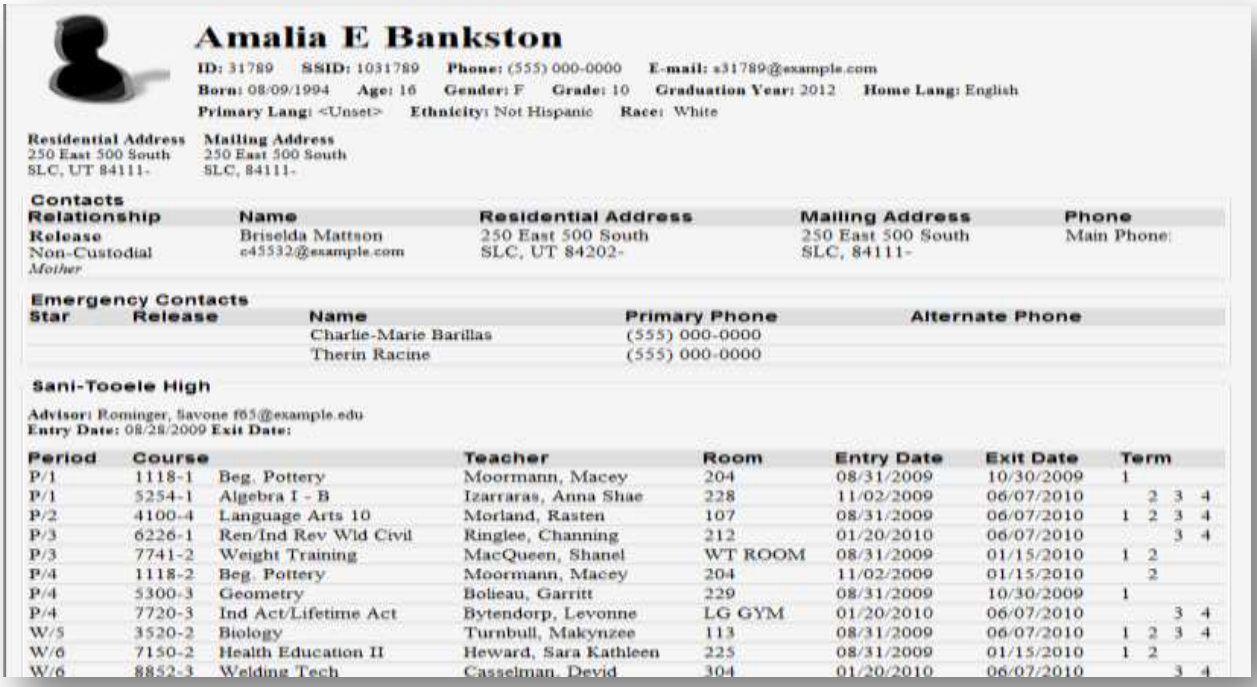
Student	2010			2009			2008		
	ELA	Math	Science	ELA	Math	Science	ELA	Math	Science
Amrhein, Tiae Jason	3 (164)	4 (178)	3 (161)	4 (169)	4 (170)		3 (167)	4 (169)	
Bowman, Rafael J	3 (164)	2 (158)	2 (159)	3 (167)		3 (165)	3 (166)	3 (161)	3 (162)
Copenhauer, Bristchae E	4 (170)	4 (166)	3 (164)	3 (166)	4 (166)	3 (165)	4 (168)	4 (166)	4 (167)
Craw, Natasia Stenberg	3 (166)	2 (159)	4 (170)	4 (173)	2 (159)	3 (161)	3 (162)	1 (144)	2 (152)
Drogin, Kayloni M	3 (166)	2 (159)	3 (160)	4 (168)	3 (164)	3 (160)	4 (170)	4 (166)	2 (156)
Ferney, Denae Lynn	2 (153)	2 (154)	2 (155)	1 (150)	3 (162)	3 (160)	2 (153)	2 (158)	1 (149)
Maya, Nevada J	3 (166)			4 (169)		4 (171)	4 (172)		4 (171)
Nekipelora, Mckade Jennifer									
Partridge, Laqishia									
Wellentine, Micheala Luis	2 (158)	1 (151)	1 (149)	1 (147)	3 (160)	1 (148)	2 (159)	3 (163)	2 (155)
Winham, Ashwin Mackelle									

Student Profile → is viewable in the Grade Book for Teachers

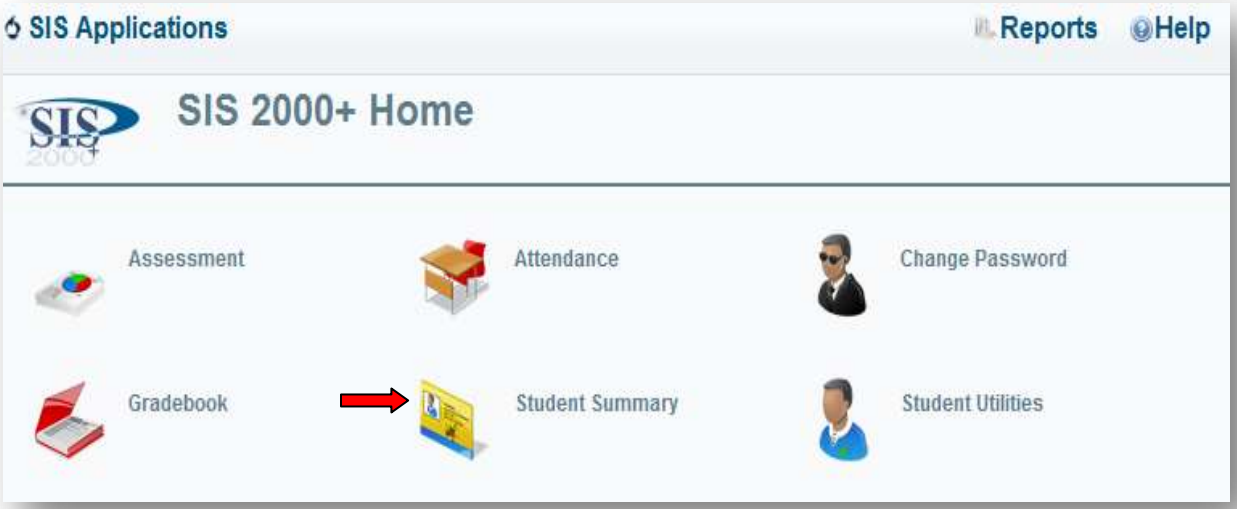
Select student icon **next to student name**



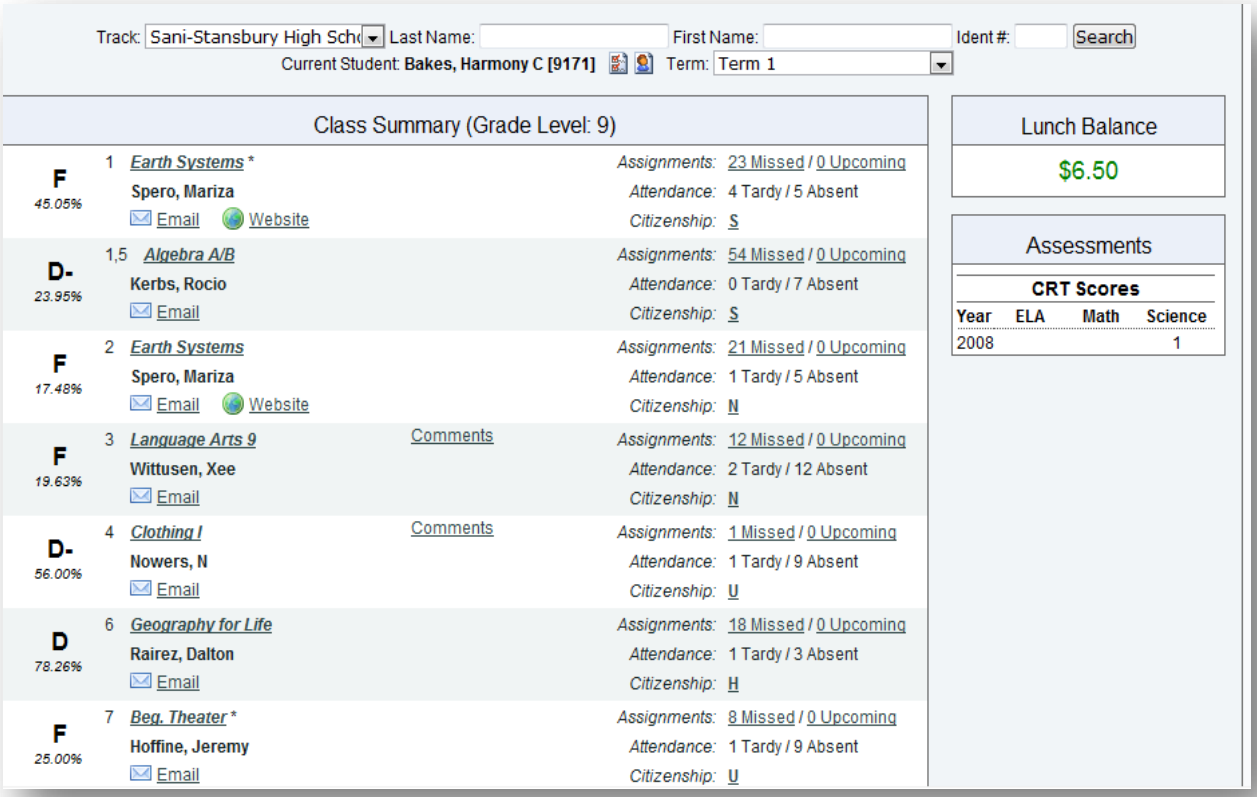
Student Profile includes all student demographic and scheduling information.



Student Summary → is viewable in the Grade Book for Teachers



Teachers can see all class information for their students if given permission in the Control Master.



Misc. Information →

Academic Marks → Definition

Academic marks are calculated with or without category weighting. Blanks are not included in the calculation but zeros are. Ignored scores are not included in the calculation. If score dropping is turned on for a given category, the system dynamically excludes the score(s) that will hurt the student's mark the most. If category weighting is being used and one or more categories are empty, a reasonably accurate mark will be calculated based upon the categories that are not empty. If there is not enough information to calculate a mark, no mark will be shown. Extra credit is defined simply as points above points possible (points possible can be zero). A student may earn more than 100% overall.

Legend definitions:

* Green = 'E' - Excused,Ignored/Dropped - Assignment is excused from score calculation.
* Purple = 'M' – Missing Assignment that is calculated as a 'zero' against the mark
* Blue = Not Automatically Dropped
* Red = Exceeds Points Possible (extra credit)
* blank = After the assignment due date, the missing assignment is ignored and not calculated against the student mark.

Missing Score Definition - M:

A "Missing" assignment is a zero and is calculated as a zero.
It excludes scores that have the "Ignore" flag checked. It also excludes scores that have the "Don't Drop" flag checked. (Excluding "Don't Drop" scores allows a teacher to not show zero scores where a student was cheating as a missing assignment.)

Keeping the grade book setup simple is best practice.

Weighting, dropping scores, ignoring scores too extensively can cause confusion for parents. Parents will question the results of a student's mark when too many options have been selected. Grade book calculations should be easy for parents to understand.

Citizenship Marks → Definition - H (Honors) - 90, **S** (Satisfactory) - 70,
N (Needs Improvement) - 50, **U** (Unsatisfactory) - 0

Citizenship marks are based upon an accumulation of citizenship items to which are assigned positive or negative values. Each student begins with a preset starting value. When a student has a citizenship item, the assigned value is added to the starting value to determine the student's citizenship mark. If there is no citizenship item, the starting value, previously set up, determines the mark without you having to do anything. Citizenship marks can be overridden on the Grades tab.

Mouse-over →

Throughout the grade book you may get additional information about an icon or data item by pointing or moving the mouse-over it. This feature is especially useful for identifying the function of an icon or for revealing the full contents of an abbreviated data field.

Show Inactive / Hide Inactive **→ option on the menu bar in grade book**

The grade book assumes that you don't want to see students in your list who are not currently enrolled in the class. If you wish to include *inactive students in your list, click on Show Inactive on the menu bar. Be sure to save before changing to this screen or you will lose any work you have entered since you last saved. Once the screen refreshes, the button will change to Hide Inactive. Simply click on the Hide Inactive button once again to hide the *inactive students who have exited your class.

For more help and training with the grade book you can go to the state **USOE** website:

http://www.schools.utah.gov/sis2000/main.htm