



# QUICK GUIDE

SIMS Office

## How to Automatically Enter Term Grades Using the X2 Functional Gradebook

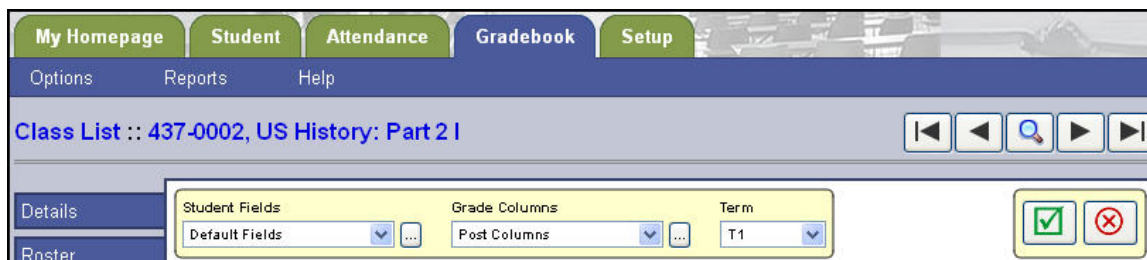
·High School / Middle School version·

### ❶ Log-On to your X2 Staff View using

www.fallriverschools.org/x2support.cfm

### ❷ Click the Gradebook Tab

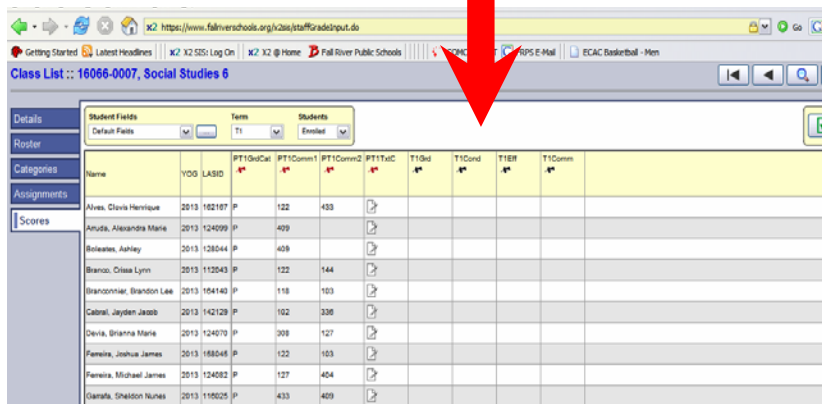
- Check off a class to grade and click the Scores Side-Tab to show your grading grid.
- Change your filters, if needed, to Column Type = Post Columns and select the current term to grade.



### ❸ Enter Grades and Codes for your students

REFER TO THE FRPS REPORT CARD CODES SHEET FOR ASSISTANCE WITH GRADE SCALES AND CODES.

- Navigate the columns using your mouse, tab button or arrow buttons.
- It is advised to enter the numerical average for term grades since it will give a more accurate calculated average for semester or end of course grades.
- Enter only one grade or comment code per box.



SHORTCUTS KEYS	
<b>Ctrl L</b>	Highlight a cell and click Ctrl L to show a pop-up pf the table associated with this column
<b>Ctrl D</b>	Highlight a cell, Type a Value and click Ctrl D. This will automatically fill all column cells below with the same value you typed in.

★ Save  Often ★

· Save your entries every few minutes with the green . Do not leave this grading page without saving or you will lose all entries from this session.

· You can enter grades for a class in several sessions if needed.

· Never enter all the grades and codes for an entire class in one session without hitting the save button a few times to avoid the risk of being timed out.

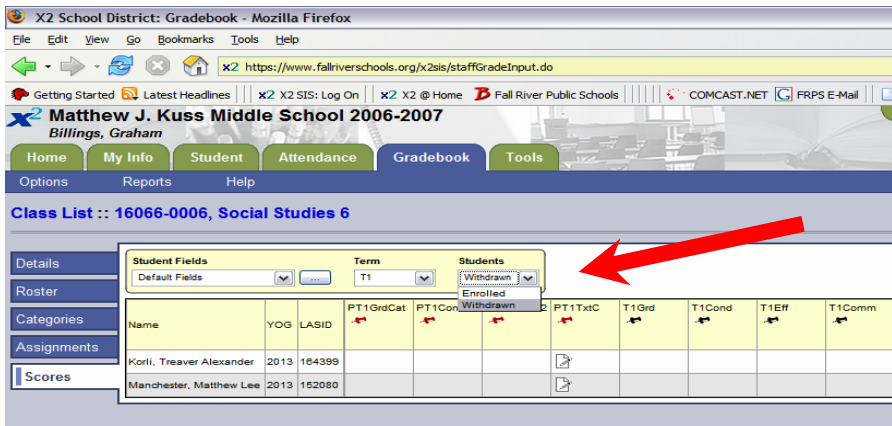
X2 is web-based so typing in the cells does not register any activity. The  refreshes your session and starts your time-out counter over again.

### ★ FOR STAFF USING THE FUNCTIONAL GRADEBOOK ★

- You can fill in your term average automatically from your gradebook.
- Choose **Options > Update Post Columns** and follow the steps of update wizard. This will put the blue term average from your gradebook in the Term Grade column for your students.  the grades immediately.
- You can then manually edit the grades as needed and

#### 4 **Grade Withdrawn Students (if needed)**

You may need to give a grade to some students who are no longer in your class but spent enough time to receive a grade.



#### **BLACK PUSH PINS**

Posting window not open yet or has closed already. You can enter and save grades but posting not allowed yet.

#### **GREEN PUSH PINS**

Posting window open. You can enter, save grades and also officially post your class.

#### **RED PUSH PINS**

Class has been posted already. Notify gradebook administrator if changes need to be made to discuss options.

#### **NO PUSH PINS or COLUMNS**

Class is not prepared for grade input. Notify the gradebook administrator if this class needs to be graded this term.

★ Change your Student Filter from **Enrolled** to **Withdrawn** to reveal the students no longer in your class. Assign grades to students as needed. Remember to  save your entries. Change filter back to Enrolled when done

#### 5 **Last Step – POST GRADES** ★★★

Only post after you are sure that all grades and codes are entered correctly and you are ready to finalize your official grades.

•Choose Options > **Post Grades** from the dropdown

*On the Post Grades Wizard pop-up*

Make sure you have the correct term and students to grade filled in correctly and click **OK**. Make sure you get a confirmation message.

THE VERIFY YOUR GRADES WERE POSTED, LOOK AT THE GRADING COLUMNS TO SEE IF THE PUSH PINS AT THE TOP TURNED FROM GREEN TO RED.

*YOU CAN ONLY POST ONCE PER TERM. Notify your gradebook administrator if changes need to be made after posting.*

#### 5 **Print a Hard Copy of Your Grades**

•Choose Reports > **Gradebook Sheets** from the dropdown menu

*This report will print whatever columns appear on the screen*

Choose the orientation and hit Run to generate a pdf document to print.

### **REPEAT ALL STEPS FOR ALL CLASSES MEETING THIS TERM**

★ *Notify your gradebook administrator immediately if any student is missing from your grading roster, is in the wrong section or is not in your class at all. The grading columns are built off a copy of the class list so inaccurate class lists will mean inaccurate grading columns.*

