



Using the Staff View: **TEACHER GRADEBOOK**

Updated: July 25, 2007

For Use By All School Staff



**Office of Technology &
Information Management**

WWW.FALLRIVERSCHOOLS.ORG



New for 2007-2008

X2 is adding in some new gradebook features in their fall upgrade. Please visit in September:

www.fallriverschools.org/x2support.cfm

for a list of new features that will update this guide. Other helpful X2 guides and information can also be found on this support page.

- Send any ideas for new reports or features to **bmikolazyk@fallriverschools.org**

In many cases, teacher feedback over the last year has resulted in many of the new features that are being worked on. We will do everything possible to make improvements that will benefit our staff.

- Each school has a Gradebook Manager that can assist with everyday questions and procedures.

Using the Teacher Gradebook in the Staff View

Use the Gradebook tab in the Staff view to enter and track assignments, assignment grades, and term grades for students in your course sections.

Before you begin to use the gradebook, you need to set up some information, such as defining the types of assignments you give and creating your own grade scales (if you cannot use the district grade scales for all of your assignments).

Then, you can begin to use the gradebook for your daily assignment and end-of-term grading. The gradebook updates student term grades based on the assignment grades you enter, and any weight you apply to them.

Note: *You can also use the gradebook to enter your term grades only at the end of a grading term.*

At the end of each grading term, you post your grades to transcripts, which means you save and send your final grades and comments in the post columns the district provides in your gradebook.



Currently, only high school and middle school teachers are required to enter progress reports and term grades in X2. Elementary schools will be phased in soon.

1. SETTING UP THE GRADEBOOK

Before you begin to use the gradebook, do the following in **Set Preferences** :

- Set gradebook preferences to determine how you want to view the Scores page, how you calculate averages, and how many decimals you want to calculate for calculated averages

At the **Weighting** field, to indicate to the system how you [calculate averages](#), do one of the following:

★ ***We recommend using Categories and Assignments for the Weighting*** ★

Select **Categories only** if you want to weight categories only in your gradebook. For example, assume you create three categories: Homework, Tests, and Quizzes. All homework assignments are worth the same amount, as are all tests and quizzes. To determine student term averages, Homework is worth 25% of the grade, Tests are worth 50% of the final grade, and Quizzes are worth 25% of the final grade.

Select **Category and Assignments** if you want to weight both categories and assignments within those categories. For example, a student's homework average is worth 25% of the term grade, but each homework within the category is weighted differently. For example, you weight reading homework assignments 1, and intensive writing homework assignments 3.

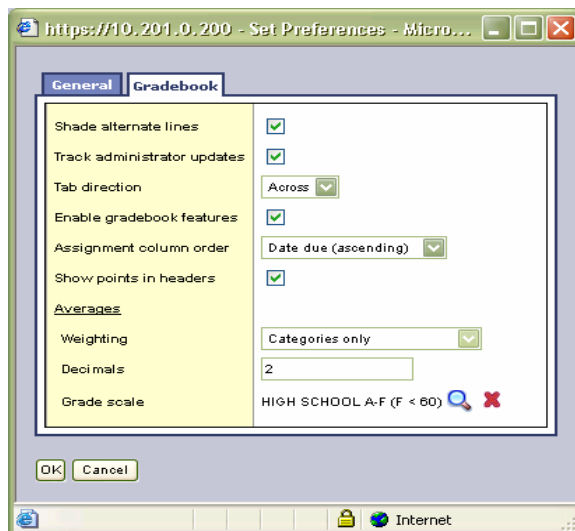
Select **Total Points** if you calculate averages by dividing the total points a student earns by the total number of points possible. For example, a student receives a 100, 90, and 80 for grades. The student's average is $270/300=90$.

- Enable gradebook features. [check off]
- Choose preference for viewing assignments (column order)
- Pick Default Grade Scale of

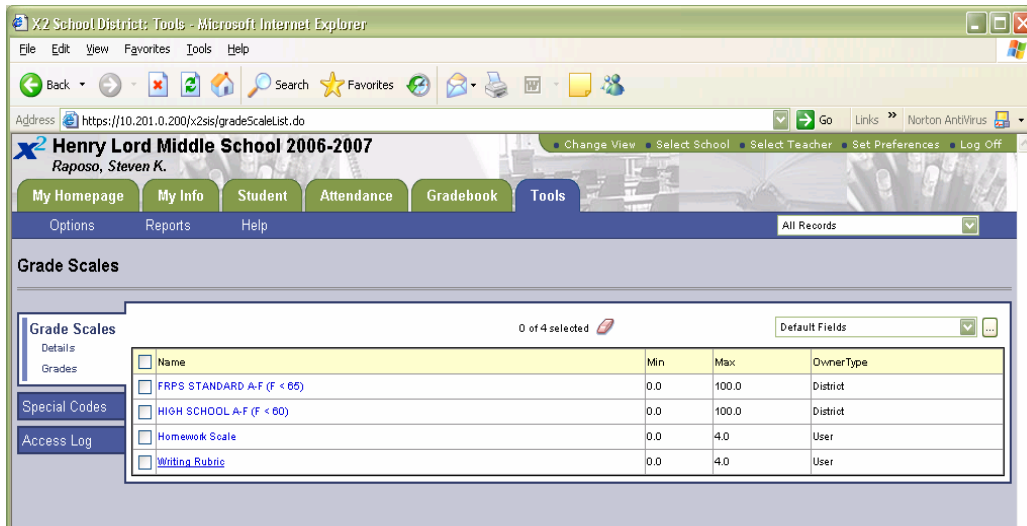
★ **High School A-F (F<60)** for Durfee High School

OR

★ **FRPS Standard A-F (F<65)** for all middle schools



- Click OK on both pop-ups to save your gradebook preferences.



2. Create Your Own Teacher Grade Scales in the Gradebook

Your X2 administrator creates grade scales for your district in the District view. Those grades are available for all teachers to use to enter for their students' assignment grades.

Because the grades in the district grade scales might not fit a teacher's personal grading scheme, teachers can create their own grade scales and link them to specific assignment categories or individual assignments.

Teachers can enter the grades within the scales they create only when entering assignment grades. When the system calculates term grades for district post columns, it matches any grades from a teacher's grade scale to the appropriate grade in the district grade scale.

To create a teacher grade scale, first create the grade scale, then define the grades within that scale.

★ *Teachers can several different grades scales to match how you would like to grade students. However, term grades will always convert back to the default grade scale for your school*

To create a NEW grade scale:

1. Log on to the Staff view.
2. Click the **Setup** tab.
3. On the **Options** menu, click **Add**. The New Grade Scale page appears.
4. Type a name for the grade scale.
5. Type the maximum number of points a student can earn for an assignment that uses this grade scale.
6. Type the minimum number of points a student can earn for an assignment that uses this grade scale.
7. Click **Save**.

To define the grades within the grade scale:

1. On the Grade Scales page, select the check box next to the grade scale you created, and click **Grade Definitions** on the **Grade Scales** side-tab.
2. On the **Options** menu, click **Add**. The New Grade Definition page appears.
3. Type a code.
4. Type a value for the grade. The value is often the maximum percentage a student earns to receive this grade.
5. Type a cutoff value for the grade. The cutoff value is often the lowest percentage a student earns to receive this grade.

Note: The **Earns credit** and **Consider for honor roll** check boxes do not apply to teacher grade scales.

6. Click **Save**.
7. **Repeat steps 1-6** to define every grade within a grade scale. Now, link this grade scale to any category or individual assignment you want to enter these grades for.

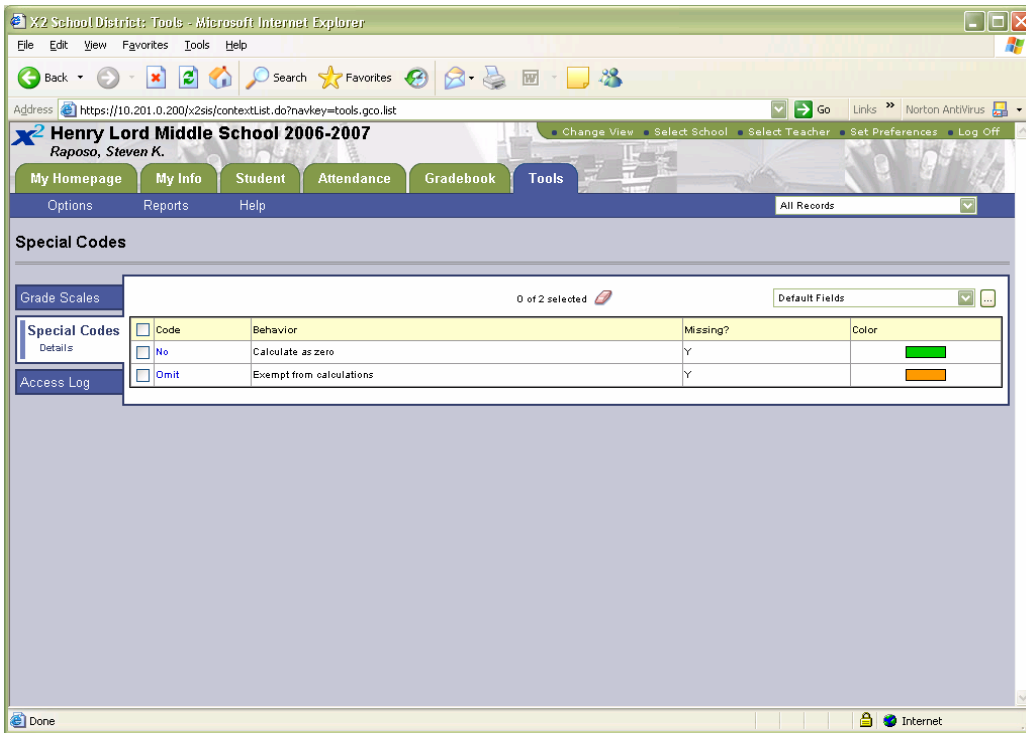
The screenshot shows the 'Grade Scales' page for 'Writing Rubric' in the Henry Lord Middle School 2006-2007 system. The page includes a navigation menu with 'Options', 'Reports', and 'Help'. The main content area displays a table of grade scales with the following data:

Code	Value	Cutoff	Credit?	Honor Roll?	Shortcut
<input type="checkbox"/> 4	4.0	4.0	N	N	
<input type="checkbox"/> 3	3.0	3.0	N	N	
<input type="checkbox"/> 2	2.0	2.0	N	N	
<input type="checkbox"/> 1	1.0	1.0	N	N	

3. CREATE SPECIAL CODES TO USE IN YOUR GRADEBOOK

Teachers can create their own set of special codes to enter to explain missing assignments and how they should be interpreted when calculating averages. These codes apply to all categories and assignments you create but, cannot be used as official class grades for report cards etc.

1. Click **Special Codes** Side-Tab
2. Click Options > Add
3. Add details about your special code and Save



SOME POPULAR EXAMPLES OF SPECIAL CODES TO USE

EX	Excused	Do Not Count	No for report as missing
CH	Cheated	Count as Zero	No for report as missing
Omit	Omit Grade	Do Not Count	No for report as missing
Med	Medical	Do Not Count	No for report as missing
No	Not Passed In	Count as Zero	Yes, for report as missing

ⓘ Do not delete codes you no longer wish to use.

4. CREATE ASSIGNMENT CATEGORIES FOR A SECTION OF A COURSE

Define the types of assignments you give in all of your classes by creating categories. For example, you might assign homework, quizzes, tests, term papers, and a presentation. Define a category for each one.


★ You can only add a category to one section of a course at a time. You can then import/copy categories to other sections.

To define a category:

1. Log on to the Staff view.
2. Click the **Gradebook** tab and double-click a section of a course you teach
3. Click the **Category** side-tab.
4. On the **Options** menu, click **Add**. The New Category page appears:

5. Type a CODE and a description for the category.

Note: Because the code is the value that appears in the column header on the Scores page, type a short value (2-5 characters is good)

6. At the **Default Grade Scale Name** field, click the **Magnifying Glass**  to select the grade scale you want to use when entering grades for assignments in this category. For example, you might enter a 1, 2, or 3 for a homework assignment. Therefore, you would create a grade scale named Homework with the grades 1, 2, and 3 and their point values. Then, you would select that grade scale at this field.

Note: The district grade scale is available for you to use for all assignments. Create grade scales only if you have a personal grading scheme that the district grade scale does not include.

7. If you set your Gradebook preferences to calculate term averages by weight, type a **Category weight** if you want the system to weight any grades you enter for an assignment in this category. For example, if you create the assignment type Homework, and homework is 15% of the students' final grade, type 15. Then, when you enter a grade for a homework assignment, the system automatically weights that grade 15% towards the current grade for the term. This field does not appear if you calculate term grades using total points.

★ **Note:** Weights do not have to add up to 100; a category's weight need only be relative to other category weights. For example, you might weight tests 50%, quizzes 25%, and homework 25%. You could also weight those same values as follows: tests: 2, quizzes 1, homework 1.

8. Click **Save**.
9. Repeat steps 4-8 to create all the categories you use in your classes. Then, you can create assignments to add actual assignments of this type to your gradebook.

The screenshot shows the X2 School District Gradebook interface in Microsoft Internet Explorer. The browser title is "X2 School District: Gradebook - Microsoft Internet Explorer". The address bar shows the URL: <https://10.201.0.200/x2sis/categoryList.do?navkey=gradebook.classes.list.gct>. The page header includes "Henry Lord Middle School 2006-2007" and "Raposo, Steven K.". The navigation menu has tabs for "My Homepage", "My Info", "Student", "Attendance", "Gradebook", and "Tools". The "Gradebook" tab is active, showing "Options", "Reports", and "Help" sub-tabs. The main content area displays "Class List :: 16077-0006, Social Studies 7". Below this, there is a table of categories with columns for "Code", "Desc", "DefaultGrdScale > Name", "Weight", and "Percent". The table shows 4 categories, with 0 selected. The categories are: "Assignm" (Class Assignments / Activities, Weight 2.0, Percent 20.0%), "Exam" (Exam, Weight 4.0, Percent 40.0%), "HW" (Homework, Weight 2.0, Percent 20.0%), and "Prep" (Preparedness, Weight 2.0, Percent 20.0%).

Code	Desc	DefaultGrdScale > Name	Weight	Percent
<input type="checkbox"/> Assignm	Class Assignments / Activities	HIGH SCHOOL A-F (F < 60)	2.0	20.0%
<input type="checkbox"/> Exam	Exam	FRPS STANDARD A-F (F < 65)	4.0	40.0%
<input type="checkbox"/> HW	Homework	Homework Scale	2.0	20.0%
<input type="checkbox"/> Prep	Preparedness	HIGH SCHOOL A-F (F < 60)	2.0	20.0%

★ Copy/Import Categories from one class to another (NEW FEATURE)

As a timesaver, you can create categories for one class and then copy them to other sections you teach. You can also copy categories forward from year to year.

1. Create categories for one section of a class.
2. Click on another section of a course you want to copy to.
3. Click Options > Import Categories
4. On the pick list choose the section (from the correct year) you want to copy from
5. Next, click on the categories/assignments you want to copy
6. Click OK to finalize the import. After importing you can then edit the details (ie. weight) of the copied categories.



5. CREATE ASSIGNMENTS

Create assignments so you can put actual assignments in your gradebook. Then, you can enter scores for these assignments, which the system can use to update students' term averages.

You can copy assignments to quickly create duplicates, and you can import assignments from another of your class sections or from previous years.

Note: You must define categories and set your gradebook preferences before you can create actual assignments.

To create assignments, choose a section of a course that already has categories created.



1. Click the **Assignment** side-tab.
2. On the **Options** menu, click **Add**. The New Assignment details page appears:

The screenshot shows the 'New Assignment details' page in the X2 School District Gradebook system. The page is titled 'Class List :: 16077-0006, Social Studies 7 :: Chapter 1 - Bill of Rights'. The left sidebar contains navigation tabs: Details, Roster, Categories, Assignments (selected), and Scores. The main content area is divided into several sections:

- Category > Category code:** Exam
- Code:** Ch1
- Name:** Chapter 1 - Bill of Rights
- Description:** ***** Your're description here is what parents will be able to see down the road
- Is extra credit?:**
- Sequence number:** 100
- Date assigned:** 9/15/2006
- Date due:** 9/16/2006
- Grade Term > Term ID:** T1
- Grade Scale > Name:** FRPS STANDARD A-F (F < 65)
- Is numeric allowed?:**
- Max points:** 100.0
- Weight:** 1.0
- Extra credit points:** 5.0

5. Use the following table to enter information in the fields:

Field	Description
Name	Type a detailed name for the assignment. This name will be what appears to parents when they log-in next year
Code	Type a code for the assignment. Because the code appears as the column header on the Scores page, type a short code with no spaces. (2-5 Characters)
Description	Type a detailed description of the assignment for your records. This description will be what appears to parents when they log-in next year

Field	Description
Category code	Click the Magnifying Glass  to select the category.
<i>Is extra credit?</i>	Select this check box if this assignment is an extra credit assignment. If you select the check box, the system only factors the score into the student average if you enter a value.
Sequence number	Type a number to represent the order in which you want this assignment to appear on pages in relation to other assignments that share the date due. <u>The system will automatically assign a sequence #, however, you may want to consider changing to intervals of 5 or 10 so you can go back and insert other assignments and keep them in order.</u>
Date assigned	Type or click the Calendar  to select the date you assign the assignment.
Date due	Type or click the Calendar to select the date the assignment is due. <u>DUE DATE MUST BE IN THE TERM YOU WANT TO COUNT THE GRADE FOR</u>
Grade Term Term ID	The system enters the grade term based on the date you enter at the Date due field. You can change this value.
Grade Scale Name	The grade scale you associate with the category you select at the Category code field appears. If you want to use a different grade scale for this assignment, click the Magnifying Glass to select it. <u>★ You can choose a different grade scale for an assignment in a category with a grade scale, however it will convert to the category grade scale at the end</u>
<i>Is numeric allowed?</i>	Select this check box if you can enter a numeric grade for this assignment.
Total points	This field appears only if you calculate averages by total points. Type the number of possible points a student can earn. You determine how you calculate averages when you set your gradebook preferences.
Max points	This field appears only if you calculate averages by category weight or category and assignment weights. Enter the maximum number of points a student can earn for this assignment. You determine how you calculate averages when you set your gradebook preferences.
Weight	<u>This field appears only if you calculate averages using category and assignment weights.</u> Type a number if you want to weight this individual assignment in relation to other assignments in this category. For example, you might weight a difficult homework assignment more (2 or 3) than an easy reading homework assignment (which would be a 1) You determine how you calculate averages when you set your gradebook preferences.
Extra credit points	Enter the number of extra credit points a student can earn for this assignment. A student can earn these points only; students are not penalized for extra credit points.

6. Click Save. You can now enter grades for the assignment on the Scores side-tab.

★ COPY ASSIGNMENTS WITHIN A SECTION

After you create an assignment for a class in your gradebook, you can copy that assignment to quickly make a duplicate for that class. For example, assume you are assigning five identical homework assignments for the week (Worksheets 1-5). You can create the homework assignment for Worksheet 1, and simply copy it four times to save yourself the time it takes to define the assignment and its point information.


To copy assignments for a class:

1. Log on to the Staff view.
2. Click the **Gradebook** tab and choose the section you want to work in.
3. Click the **Assignment** side-tab.
4. Select the check box(es) next to the assignment(s) you want to copy.
5. On the **Options** menu, click **Copy Assignments**. The system asks you to confirm the number of assignments you want to copy. Click **OK**. The system copies the assignments.
6. Select the check box next to an assignment, and click **Details** on the **Assignments** side-tab.
7. Edit information specific for this assignment. For example, you might want to change the name from Worksheet 1 to Worksheet 2.
8. Click **Save**.
9. Continue to make any changes you need for each copied assignment.

★ IMPORT/COPY ASSIGNMENTS FROM ONE SECTION TO ANOTHER

You can import assignments into your class sections from one of your current sections or from a previous year in your gradebook. *Similar to copying categories from one section to another.*

To import assignments:

1. Click the **Gradebook** tab and choose the section you want to copy to.
2. Click the **Assignment** side-tab.
3. On the **Options** menu, click **Import Assignments**. The Import Assignments dialog box appears.
4. At the Import from field, click the **Magnifying glass**  to select the section from which you want to copy assignments. A list of your course sections, sorted by year appears.
5. Select the course section you want to copy assignments from, and click **OK**.

Do one of the following to indicate which assignments you want to copy:

- Select **Selected** to select specific assignments from the section. The Assignment pick list appears. Select the check box next to each assignment you want to copy, and click **OK**.
 - Select **Category** to select entire categories of assignments to copy from the section. The Category pick list appears. Select the check box next to each category of assignments you want to import, and click **OK**.
 - Select **All Assignments** to copy all assignments from the section.
8. Click **OK**.

7. USING THE STAFF VIEW AND GRADEBOOK OVERVIEW

After teachers set up the gradebook in the Staff view, they can view and enter assignment and grade information for their current classes.

Teachers can do the following in the gradebook:

- View class details.
- View the class roster.
- Enter scores for a class.

As teachers enter grades for assignments, the system updates students' current term grades.

At the end of a term, after a teacher enters all grades, he or she must post grades for each class to transcripts.

View Class Details in the Gradebook

In the gradebook, you can view the details such as room, day schedule, and term for each of your current classes.

To view class details:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and select the check box next to the class.
3. Click the **Details** side-tab. The details for that class appear.

View the Class Roster in the Gradebook

In the gradebook, you can view the roster for each of your current classes. For each student, you can view information such as LASID, homeroom, year of graduation, and enrollment status.

To view the roster of a current class in your gradebook:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and select the check box next to the class you want to view a roster for.
3. Click the **Roster** side-tab. The list of students currently enrolled in the class appears.

Note: To alert the teacher of any newly enrolled or withdrawn students in a class, the system displays a student's enrollment date in **green** and withdrawal date in **red** the first time you view the information. Afterwards, the student's name disappears if he or she has withdrawn, and the enrollment date no longer displays for the enrolled student.

4. To view a student's LASID, name, year of graduation, and homeroom, select the check box next to his or her name, and click **Details** on the **Roster** side-tab.
5. To print a class list, on the **Reports** menu, click Quick Report.

★★★ENTERING ASSIGNMENT GRADES★★★


In the Staff view, on the Gradebook tab, the Scores side-tab is the online version of a class page in your leather-bound gradebook:

TEACHERS CAN CHANGE THE FILTERS FOR GRADE COLUMNS, TERM OR STUDENT STATUS TO CUSTOMIZE WHAT THEY SEE

The screenshot shows the Staff View interface with the 'Gradebook' tab selected. The 'Scores' side-tab is active. The main area displays a table of student grades for the class '437-0002, US History: Part 2 I'. The table has columns for Name, YOG, CH1QZ 8/20/2005, and QZ T1. The scores are: Arruda, Andrea (80), Botelho, MICHAEL (52), Britto, Cheryl (88), Bruce, Heather (98), Edwards, Alexandra (88), Gallagher, Sean (90), GONSALVES, Michael (blank), Guilbeault, KATHRYN (blank), Hamer, Carol (blank), and Kourafas, Amber (blank). Above the table are filters for Student Fields (Default Fields), Grade Columns (Category: QZ), and Term (T1). There are also navigation buttons and a search icon.

At the top of the page, you can select the following information you want to view for this class on this page:

This close-up shows the filter controls at the top of the page. The 'Student Fields' dropdown is set to 'Default Fields', 'Grade Columns' is set to 'Category: QZ', and 'Term' is set to 'T1'. There are checkmark and X buttons to the right. Below the filters is the top portion of the gradebook table, showing the first three rows: Arruda, Andrea (80), Botelho, MICHAEL (52), and Britto, Cheryl (88).

- Student Fields.** You can select the student fields you want to view on the page. The student fields appear to the left of the double-horizontal lines. For example, you might want to see each student's year of graduation next to his or her name. If the default field set does not contain the fields you want to see, create a field set. Student field sets you create are available for all classes in your gradebook.
- Grade Columns.** You can determine the set of grade columns you want to view. The system automatically creates a set of grade columns for each of your categories, district post columns, and all averages – including term and category averages. For example, assume you want to view only homework assignments and the student's homework average - you would select the Category: HW grade column set. If the grade columns in the menu do not contain what you want to view, click **Manage my field sets**  to create a new grade column set. Grade column sets are only available for the classes in which you create them.
- Terms.** You can determine for which term(s) you want to view grade columns.

To enter grades:

1. On the **Scores** page, click in the box you want to enter a value in:

Class List :: 437-0002, US History: Part 2 |


Student Fields: Default Fields | Grade Columns: Category: QZ | Term: T1

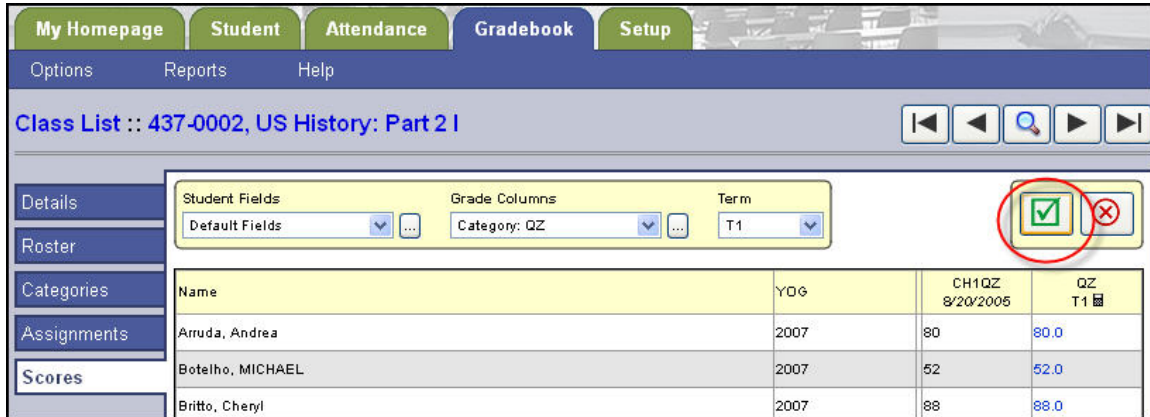
Name	YOG	CH1QZ 8/28/2006	QZ T1
Arruda, Andrea	2007	<u>30</u>	
Botelho, MICHAEL	2007	<u>52</u>	
Britto, Cheryl	2007	<u>88</u>	

★TIPS / SHORTCUTS: Use the following tips to quickly enter grades for your students:

- Press the arrow keys on your keyboard to move around the columns and rows. You can also use your mouse to click directly in a cell.
 - Press **TAB** to quickly move across rows or down columns, as you define when you set your gradebook preferences.
 - To select a value (grade or comment) for this column from a list, press **CTRL+L**, or click **Lookup** on the **Options** menu. For example, if you need to enter a comment code (such as 012 - Pleasure to Have in Class), press **CTRL+L**, and the list of available comments appears.
 - To enter the same value for all students, enter a grade for the first student, then press **CTRL+D**, or click **Fill-Down Values** on the **Options** menu. The system enters the same grade in that column for every student. Then, you can change the grade for the few students who did not receive that grade.
 - Press **CTRL+O** to revert a score to the last saved value.
 - If the **Paper and Pencil** icon appears, the column is a text comment column. To enter a text comment for a student, click the **Paper and Pencil** for a student. The Edit Text Comment dialog box appears. Enter the comment, and click **OK**. The **Paper and Pencil** now appears with blue lines to indicate you have entered comments for the student.
 - If a grade column is based on a rubric, the **Plus sign** appears in the column header. Enter grades for the rubric.
 - Enter a gradebook special code you created, such as **CH** for Cheated, or **MED** for Medical. The value appears in the color you select when you create the code.
 - To mark an assignment score exempt, enter the score. Select the score, and on the **Options** menu, click **Exempt current cell**, or press **CTRL+E**. You then have a record of the score the student received, but it does not count toward the student's average. The score appears on the Scores page with a strikethrough.
2. Enter a value for each student. The values appear underlined, indicating that you have not saved them yet.

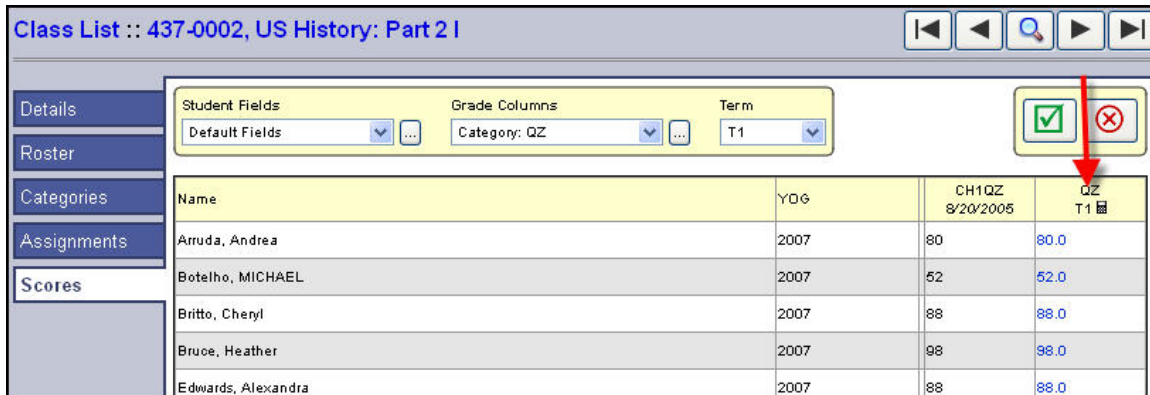
★Note: To give the student a zero, or no credit, for an assignment, you must manually enter a zero (0). **The system does not count blank grades toward averages.**

3. Click the **Green Check Mark**  at the top of the page to save all of the values you entered or edited for this class:



Name	YOG	CH1QZ 8/20/2005	QZ T1
Arruda, Andrea	2007	80	80.0
Botelho, MICHAEL	2007	52	52.0
Britto, Cheryl	2007	88	88.0

4. Look at the average column. A calculator appears in the column header of each average column. The student's average for those columns appears in blue:
- 5.



Name	YOG	CH1QZ 8/20/2005	QZ T1
Arruda, Andrea	2007	80	80.0
Botelho, MICHAEL	2007	52	52.0
Britto, Cheryl	2007	88	88.0
Bruce, Heather	2007	98	98.0
Edwards, Alexandra	2007	88	88.0

Each time you enter and save a new score, the system updates the average that appears. The average column that appears depends on the Grade Columns you select to display. For example, if you are viewing all HW (homework) grade columns, the average column displays the average of all homework scores you enter. To view a student's term average, select to view the Averages grade column set, or create your own grade column set.

IMPORTANT

To properly save your grades you must click the



before leaving the web page.

X2 School District: Gradebook - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail X2 School District: Gradebook - Microsoft Internet Explorer

Address <https://10.201.0.200/x2sis/staffGradeInput.do>

X2 Henry Lord Middle School 2006-2007
Raposo, Steven K.

My Homepage My Info Student Attendance **Gradebook** Tools

Options Reports Help

Class List :: 16077-0007, Social Studies 7

Details

Roster

Categories

Assignments

Scores

Student Fields: Default Fields

Grade Columns: All

Term: T1

Students: Enrolled
 Enrolled
 Withdrawn

Name	YOG	Week 1 09/15 4 pts.	Ch1 09/16 100 pts.	13 C Map 10/01 100 pts.	Prep Grd 11/11 100 pts.	T1 <input type="button" value="..."/>	<input type="button" value="Add..."/>
Arpa, Joseph Peter	2012	Omit	88	99	100	92.0 A-	
Arruda, Jessica Elizabeth	2012	2	88	99	100	81.5 B-	
Arruda, Justin Ed	2012	1	88	99	100	75.25 C	
Beniquez, Jose Angel	2012	No	99	99	100	74.5 C	
Carlton, Jesse Alan	2012	0	88	Omit	100	69.0 D+	
Carvalho, Dylan Paul	2012	2	44	99	100	59.5 F	
Charron, Richard Donat	2012	2	88		100	81.5 B-	
Coppinger, Stephanie Ann	2012	2	66		100	70.5 C-	
Coronel, Al Mkey	2012	2	88	99	100	81.5 B-	
Correia, Cory Matthew	2012	2	88	99	100	81.5 B-	
DeAlmeida, Andrew	2012	2	88	99	100	81.5 B-	
Dias, Shawn Andrew	2012	2	88	99	100	81.5 B-	

POSTING END OF TERM GRADES FROM YOUR GRADEBOOK

At the end of each grade term, teachers must post their gradebook grades to transcripts, which means they save and send their term grades and comments to the School and District views. After teachers post grades to transcripts, they can no longer update or edit the grades in the gradebook.

To post grades to transcripts, do the following:

- Update post columns with gradebook averages.
- Post grades to transcripts.
- Print the grades you post.

If you need to change a grade you post, you must speak with the office.

Update Post Columns with Gradebook Averages

During a grading term, teachers use the gradebook to enter all of the grades students earn on assignments in their classes.

With each new grade a teacher enters, the system updates the averages columns for the student (for example, their homework average, their quiz average, their test average, and their term average). The averages appear in **blue**:

Class List :: 437-0002, US History: Part 2 | [Navigation icons]

Student Fields		Grade Columns		Term
Default Fields		Category: QZ		T1
[Checkmark] [X] (Red arrow points to X)				
Name	YOG	CH1QZ 8/20/2005	QZ T1	
Arruda, Andrea	2007	80	80.0	
Botelho, MICHAEL	2007	52	52.0	
Britto, Cheryl	2007	88	88.0	
Bruce, Heather	2007	98	98.0	
Edwards, Alexandra	2007	88	88.0	

Similar to a leather-bound paper gradebook, the teacher owns the blue averages columns on the Scores side-tab. The office cannot see or edit these values.

Similar to a paper, school-issued grade input sheet, the district and school offices own the post columns. These are the columns containing the information that appears on student transcripts, such term grades, final grades, and comments:

Name	YOG	T1Tst	T1Grd	T1C1	T1C2
Arruda, Andrea	2007	B+			
Botelho, MICHAEL	2007	C			
Britto, Cheryl	2007	F-			
Bruce, Heather	2007	A+			
Edwards, Alexandra	2007	D-			

Note: At the top of each district-defined grading column, a pushpin appears. The pushpin's color indicates one of the following:

- If the pushpin is **BLACK**, you can enter grades for this column, but you cannot post them to transcripts yet.
- If the pushpin is **GREEN**, you can enter and post grades for this column. You can save grades in several sessions but you can only post once per term.
- If the pushpin is **RED**, you already posted the information to transcripts. Any changes made in the gradebook do not update the student's transcript.

You should contact your gradebook administrator for assistance with saving and posting grades

At the end of a grading term, teachers finish entering all assignment grades for the students in their classes. The term average in **blue** is complete. To begin to post these grades to student transcripts, teachers use the **Update Post Columns** option to copy those **blue** averages to the district and school office-defined and owned post columns. This is similar to physically copying students' final averages from a teacher's paper, leather-bound gradebook to a school-issued Grade Input sheet.

To update school post columns with your gradebook averages:

1. Log onto the Staff view.
2. Click the **Gradebook** tab, and select the check box next to the section you want to update post columns for.
3. Click the **Scores** side-tab.
4. On the **Options** menu, click **Update Post Columns**. The Update Post Columns wizard appears.
5. Select the **Grade Term** you want to post columns for, and the grades to update.
6. Click **Next**. Step 2 of the Update Post Columns wizard appears:

Update Post Columns: Choose Update Values Step 2 of 3

Term 1 Grade

< Back
Next >
Finish
Cancel

7. In yellow, the post column for the term and grades you select in Step 1 appears. This is the column you copy grades into. Select the gradebook averages column you want the system to copy grades from.
8. Click **Next**. Step 3 of the Update Post Columns wizard appears, confirming your selections.

Note: The wizard reminds you that the Update Post Columns option does not update any post columns you already manually adjusted. For example, assume you updated post columns earlier. Then, you manually adjusted one student's grade from a B- to a B. That grade appears in the post column with the override symbol:

Class List :: 437-0002, US History: Part 2 I

Details		Student Fields	Grade Columns	Term			
Roster		Default Fields	Post Columns	T1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Categories		Name	YOG	T1Txt	T1Grd	T1C1	T1C2
Assignments		Arruda, Andrea	2007		B+		
Scores		Botelho, MICHAEL	2007		C+		

When you update post columns, the system does not overwrite any grades you manually change.

9. Click **Finish**. The values in the term average column you selected appear in the post column you select. Remember to save the grades using the

Name	YOG	T1Txt	T1Grd	T1C1	T1C2
Arruda, Andrea	2007		B+		
Botelho, MICHAEL	2007		C		
Britto, Cheryl	2007		F-		
Bruce, Heather	2007		A+		
Edwards, Alexandra	2007		D-		

10. Teachers can always manually edit any term grade updated through the Update Post Columns wizard. *The best example of this would be the wizard posts a grade of 89.8 for an average or 59.5 for an average. The teacher can then manually change the grade to a 90 or 60 so the student can then get an A- or D- on their report card. The teacher gradebook will always show the original grade.*

11. Teachers can now add their general comment codes from the Report Card comment code reference list.



Teachers can enter and save grades in several sessions for the same section. Always remember to click the to save what you entered.

*Teachers can also give grades to students who have left their class by changing the Student Status filter from **Enrolled** to **Withdrawn**. Teachers will see all students they have had an can give grades to some or all of the withdrawn students if needed. Students who had spent only a short time in your class should be ignored.*

POST GRADES TO THE TRANSCRIPT (Report Card)

• Posting should only take place when you are certain that all grades and comments have been correctly entered and double-checked.

At the end of each grade term, teachers post grades to transcripts, which represents physically submitting grade sheets to the office. After a teacher posts grades, he or she can no longer update or change grades for that term without help from the office.

Important: Before you post grades, update the post columns with your gradebook averages.

To post grades to transcript:

1. Log onto the Staff view.
2. Click the **Gradebook** tab, and select the check box next to the section you want to post grades for.
3. Click the **Scores** tab.
4. Verify that you have entered all of the information in the post columns (grades and comments).
5. On the **Options** menu, click **Post Grades**. The Post Grades dialog box appears:

Post Grades	
Class	437-0002 US History: Part 2 I
Grade Term	T1
Grades to post	Term grades for all students
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

6. Select the **Grade Term** you want to post grades for.
7. Select the **Grades to post**. For example, you might be posting progress or term grades.
8. Click **OK**. The system posts the grades to transcripts. The columns for that class now appear with a **RED** pushpin, indicating that you have already posted these columns. If you need to change a grade after you have posted grades, contact the office.

Note: When you post grades to transcripts, the system also awards the appropriate credits if a final grade was entered for a course.

PRINT THE GRADES ENTERED INTO A TEACHER GRADEBOOK

You might want to print a copy of the grades you enter in the online gradebook. You can print Gradebook Sheets to keep a printed record of the grades you enter.

To print Gradebook Sheets:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and select the check box next to the section you want to print grades for.
3. Click the **Scores** side-tab. Because the report prints the Scores page as you see it, be sure the page displays the columns you want to print.
4. If the page does not display the columns you want to print, select the grade column set you want to use.
5. On the **Reports** menu, click **Gradebook Sheet**. The Gradebook Sheet dialog box appears.
6. Enter the report parameters. The report displays in the format you select.

Change a Grade After You Post Grades from the Gradebook

If you enter and post grades and then realize that you made a mistake or want to change a student's grade, you need to alert the office. The office can either change the grade for you or delete the posted grades. Or, office staff can re-enable posting so you can re-enter and re-post the grades yourself.

Note: If you have posted grades for a grade term, the pushpin at the top of the grade term column is **red**. You cannot edit any grades that appear in a column with a **red** pushpin



Contact the Gradebook Manager for your school to discuss options for changing a posted grade.

RUNNING REPORTS IN THE TEACHER GRADEBOOK

There are several reports available in the Reports menu. The SIMS Office is working on creating and improving reports associated with the teacher gradebook and welcome any suggestions or revisions of these reports.

Running Gradebook Reports

The Staff view contains several attendance and grades reports for teachers to run. Teachers can run the following reports:

Assignment History Report

Run the Assignment History report to view one or all student's list of assignments and scores.

X2 School District		Crow Point High School				
Assignment History			October 20, 2005			
Page 1						
Student: Casey, Gregory Higgins Class: 111C-0002 Col English I Teacher: Cerone, B.						
Name	Term	Category	Date	Date Due	Max Points	Score
Homework	T1	HW	9/9/05	9/9/05	100	0
Homework	T1	HW	9/9/05	9/9/05	100	100
Homework	T1	HW	9/9/05	9/9/05	100	100
Homework	T1	HW	9/9/05	9/9/05	100	100
Homework	T1	HW	9/9/05	9/9/05	100	90
Shakespeare	T1	PPR	9/29/05	10/15/05	100	88
Vocab quiz 1	T1	QZ	9/11/05	9/11/05	100	90
Vocab quiz 3	T1	QZ	9/11/05	9/11/05	100	90
Vocab quiz 2	T1	QZ	9/11/05	9/11/05	100	90
Chapter 1 Book Test	T1	TST	10/20/05	10/20/05	100	85
T1 average: 86.0 B T1 assignments: 10						

To run the Assignment History report:

1. Log onto the Staff view.
2. Click the **Gradebook** tab, and the **Scores** side-tab.
3. On the **Reports** menu, click **Assignment History**. The Assignment History dialog box appears.
4. Enter the report parameters. The report displays in the format you specify.

Class Attendance History Report

Run the Class Attendance History report to view class attendance records by class, for the date range you specify. You can also view an attendance summary for each class.

X2 School District		Crow Point High School			
Page 1		Class Attendance History		October 29, 2005	
<p>Date Range: 9/2/05 - 10/29/05 Class: 111C-0002 Col English I Schedule: 3(A,C,E) 4(B,D,F)</p>					
Date	Student	Period	Code	Exc	Reason
9/19/05	Bernard, Christina	4	A	N	
10/3/05	Durkin, James Terry	4	A	N	
10/12/05	Durkin, James Terry	3	A	N	
9/15/05	Gavin, Sean Lydon	4	A	N	
9/26/05	Gavin, Sean Lydon	3	A	N	
9/23/05	Kelley, Jonathan	4	A	N	
10/3/05	Mahar, Judith Joseph	4	A	N	
9/15/05	Strickland, Ingrid Karen	4	A	N	
9/26/05	Tanger, Margaret Roth	3	D	N	
9/19/05	Walsh, Kathleen Jane	4	A	N	
9/26/05	Zinke, Kevin	3	A	N	
9/29/05	Zinke, Kevin	4	A	N	
10/12/05	Zinke, Kevin	3	A	N	
Class Summary					
	Absent	Tardy	Dismissed		
Excused	0	0	0		
Unexcused	12	0	1		
Total	12	0	1		

To run the Class Attendance History report:

1. Log onto the Staff view.
2. Do one of the following:
 - Click the **Gradebook** tab, and then the **Scores** side-tab.
 - Click the **Attendance** tab, and then the **Class** side-tab.
3. On the **Reports** menu, click **Class Attendance History**. The Class Attendance History dialog box appears.
4. Enter the report parameters. The report displays in the format you specify.

Assignment Summary Report

Run the Assignment Summary report to view each student's score and rank for a selected assignment, as well as class-wide statistics.

X2 School District		Crow Point High School	
Page 1		Assignment Summary	
		October 29, 2005	
<p>Class: 111C-0002 Col English I Teacher: Cerone, B. Assignment: Chapter 1 Book Test</p>			
Student	Score	Rank	
Bernard, Christina	83	6	
Burge, Ryan	77	10	
Cameron, Stephanie	92	1	
Casey, Gregory Higgins	85	5	
Dann, Cassidy	79	9	
Durkin, James Terry	86	4	
Gavin, Sean Lydon	88	3	
Joyce, Joseph Joseph	88	3	
Keddy, Cara Bridget	83	6	
Kelley, Jonathan	80	8	
Lee, Kelly	88	3	
Mahar, Judith Joseph	70	11	
Marszalek, Michelle	82	7	
Moore, Kaleigh Jane	83	6	
Rasmesen, Jonathan	88	3	
Russell, Rachel Ann	64	12	
Scribi, Sean Alexander	88	3	
Strickland, Ingrid Karen	90	2	
Tanger, Margaret Roth	88	3	
Walsh, Kathleen Jane	92	1	
Zinke, Kevin	62	13	
Statistics			
Class Average: 82.67			
High: 92.0			
Low: 62.0			
Median: 85.0			

Note: You can select to run the report with LASIDs instead of student names.

To run the Assignment Summary report:

1. Log onto the Staff view.
2. Click the **Gradebook** tab, and the **Scores** side-tab.
3. On the **Reports** menu, click **Assignment Summary**. The Assignment Summary dialog box appears.
4. Enter the report parameters. The report displays in the format you specify.

Class Attendance Summary Report

Run the Class Attendance Summary report to view class attendance counts for each student for a date range. You can also view the number of days students were enrolled in the class, and the number of days they were present.

X2 School District		Class Attendance Summary					Crow Point High School
Page 1							October 29, 2005
Class: 111C-0002 Col English I Schedule: 3(A,C,E) 4(B,D,F) Teacher: Cerone, Brianna Date Range: 9/2/05 - 10/29/05							
Student	Absent	Tardy	Dism.	Enrolled	Present	% Pres.	
Bernard, Christina	1			37	36	97.3	
Burge, Ryan				37	37	100	
Cameron, Stephanie				37	37	100	
Casey, Gregory Higgins				37	37	100	
Dann, Cassidy				37	37	100	
Durkin, James Terry	2			37	35	94.59	
Gavin, Sean Lydon	2			37	35	94.59	
Joyce, Joseph Joseph				37	37	100	
Keddy, Cara Bridget				22	22	100	
Kelley, Jonathan	1			37	36	97.3	
Lee, Kelly				37	37	100	
Mahar, Judith Joseph	1			37	36	97.3	
Marszalek, Michelle				37	37	100	
Moore, Kaleigh Jane				37	37	100	
Rasmusen, Jonathan				37	37	100	
Russell, Rachel Ann				37	37	100	
Scribi, Sean Alexander				37	37	100	
Strickland, Ingrid Karen	1			37	36	97.3	
Tanger, Margaret Roth			1	37	37	100	
Walsh, Kathleen Jane	1			37	36	97.3	
Zinke, Kevin	3			37	34	91.89	
Class Totals	12	0	1	762	750	98.43	

To run the Class Attendance Summary report:

1. Log onto the Staff view.
2. Click the **Gradebook** tab, and the **Scores** side-tab.
3. On the **Reports** menu, click **Class Attendance Summary**. The Class Attendance Summary dialog box appears.
4. Enter the report parameters. The report displays in the format you specify.

Class Statistics Report

Run the Class Statistics report to view statistics for assignments, averages, and post columns for a class.

Page 1		Class Statistics							October 29, 2005	
Class:		111C-0002 Col English I								
Schedule:		3(A,C,E) 4(B,D,F)								
Teacher:		Cerone, Brianna								
Term: T1		Category: HW								
Gradebook Column	Date Due	Average	High	Low	Median	Std. Dev.	Missing	Invalid		
Homework	9/9/05	79.05	100.0	0.0	100.0	32.54	0	0		
Homework	9/9/05	91.9	100.0	50.0	100.0	17.78	0	0		
Homework	9/9/05	89.52	100.0	0.0	100.0	25.39	0	0		
Homework	9/9/05	90.0	100.0	0.0	100.0	25.5	0	0		
Homework	9/9/05	87.62	100.0	0.0	100.0	25.62	0	0		
Average: HW T1	--	87.62 B+	100.0 A+	55.0 F	98.0 A+	15.7	--	--		
Term: T1		Category: PPR								
Gradebook Column	Date Due	Average	High	Low	Median	Std. Dev.	Missing	Invalid		
Shakespeare	10/15/05	82.52	92.0	60.0	88.0	8.68	0	0		
Average: PPR T1	--	82.52 B-	92.0 A-	60.0 D-	88.0 B+	8.68	--	--		
Term: T1		Category: QZ								
Gradebook Column	Date Due	Average	High	Low	Median	Std. Dev.	Missing	Invalid		
Vocab quiz 1	9/11/05	84.29	100.0	40.0	90.0	15.02	0	0		
Vocab quiz 2	9/11/05	85.71	100.0	60.0	90.0	10.76	0	0		
Vocab quiz 3	9/11/05	84.76	100.0	60.0	90.0	9.81	0	0		
Average: QZ T1	--	84.92 B	96.67 A	53.33 F	90.0 A-	10.83	--	--		
Term: T1		Category: TST								
Gradebook Column	Date Due	Average	High	Low	Median	Std. Dev.	Missing	Invalid		
Chapter 1 Book Test	10/20/05	82.67	92.0	62.0	85.0	8.38	0	0		
Average: TST T1	--	82.67 B-	92.0 A-	62.0 D-	85.0 B	8.38	--	--		
Average: T1	--	83.81 B	92.77 A-	58.52 F	87.2 B+	9.53	--	--		
Average: Overall	--	83.81 B	92.77 A-	58.52 F	87.2 B+	9.53	--	--		

To run the Class Statistics report:

1. Log onto the Staff view.
2. Click the **Gradebook** tab, and the **Scores** side-tab.
3. On the **Reports** menu, click **Class Statistics**. The Class Statistics dialog box appears.
4. Enter the report parameters. The report displays in the format you specify.

On-Demand PROGRESS REPORTS

(different from mid-term progress reports which is similar to the term grade process)

Run progress reports to create a report for each student that contains assignments, averages, class attendance data, and a message from the teacher. This a valuable report for showing all assignments for a particular time period.

October 29, 2005		Progress Report	
		Crow Point High School	
Student:	Casey, Gregory Higgins 3 Anderson Farm Road Hingham, MA 02043		
Teacher:			
<u>Averages</u>			
Name	Average		
HW T1	78.0 C+		
PPR T1	88.0 B+		
QZ T1	90.0 A-		
TST T1	85.0 B		
T1	86.0 B		
<u>Attendance</u>			
Term	Absent	Tardy	Dismissed
1	0	0	0
2	0	0	0
SIGNATURE _____			

To run progress reports:

1. Log onto the Staff view.
2. Click the **Gradebook** tab, and the **Scores** side-tab.
3. On the **Reports** menu, click **Progress Reports**. Step 1 of the Progress Report wizard appears.
4. Select the students you want to include, and click **Next**. Step 2 appears.
5. Select the student information you want to display on the progress report, and click **Next**. Step 3 appears.
6. Select the grades you want to include on the progress reports, and click **Next**. Step 4 appears.
7. Type a message you want to include on the progress reports, and click **Next**. Step 5 appears.
8. Select the options you want to include on the progress reports, and click **Finish**. The progress reports display with the information and format you selected.

Note: The system remembers the information you selected for each step; the next time you use the Progress Report wizard, the selections from the last time you ran the reports appear. You can change your selections at any time.

Student Average Breakdown Report

Run the Student Average Breakdown report to view scores and averages broken down by term and category for the student you select.

Note: If you calculate averages using total points, the report displays the total earned points broken down by term and category.

X2 School District		Average Breakdown				Crow Point High School	
Page 1						October 29, 2005	
Student: Keddy, Cara Bridget		Class: 111C-0002 Col English I		Term: T1			
Assignments: HW			Scores				
Name	Date Due	Max Points	Actual	Numeric	Percent		
Homework	9/9/05	100.0	90	90.0	90.00		
Homework	9/9/05	100.0	100	100.0	100.00		
Homework	9/9/05	100.0	100	100.0	100.00		
Homework	9/9/05	100.0	50	50.0	50.00		
Homework	9/9/05	100.0	100	100.0	100.00		
Category Totals: T1 HW							
No. of Assignments	5	Category Average	88.0 B+				
		Category Weight	15				
Assignments: PPR			Scores				
Name	Date Due	Max Points	Actual	Numeric	Percent		
Shakespeare	10/15/05	100.0	85	85.0	85.00		
Category Totals: T1 PPR							
No. of Assignments	1	Category Average	85.0 B				
		Category Weight	35				
Assignments: QZ			Scores				
Name	Date Due	Max Points	Actual	Numeric	Percent		
Vocab quiz 1	9/11/05	100.0	70	70.0	70.00		
Vocab quiz 3	9/11/05	100.0	80	80.0	80.00		
Vocab quiz 2	9/11/05	100.0	90	90.0	90.00		
Category Totals: T1 QZ							
No. of Assignments	3	Category Average	80.0 B-				
		Category Weight	20				
Assignments: TST			Scores				
Name	Date Due	Max Points	Actual	Numeric	Percent		
Chapter 1 Book Test	10/20/05	100.0	83	83.0	83.00		
Category Totals: T1 TST							
No. of Assignments	1	Category Average	83.0 B				
		Category Weight	30				

To run the Student Average Breakdown report:

1. Log onto the Staff view.
2. Click the **Gradebook** tab, and the **Scores** side-tab.
3. On the **Reports** menu, click **Student Average Breakdown**. The Student Average Breakdown dialog box appears.
4. Enter the report parameters. The report displays in the format you specify.

MID-TERM PROGRESS REPORTS

1. Click on the Scores Tab for a section of a class you wish to give progress information for.
2. Mid-term posting columns are prepared by the school for your use.
3. *The expectation is all students will receive some or all of the following:*

GRADE CATEGORY (mandatory)

Passing, Warning or Failing

GENERAL COMMENTS (Optional, but at least one is encouraged)

Two separate columns appear two 2 different comment codes from the list

FREE TEXT COMMENT (Optional)

Teacher can type a short customized comment. *Please be aware of spelling and grammar*

The screenshot shows a web browser window titled "X2 School District: Gradebook - Microsoft Internet Explorer". The address bar shows "https://10.201.0.200/x2sis/staffGradeInput.do". The page header includes "B.M.C. Durfee High School 2006-2007" and "Abdow, Steven". Navigation tabs include "My Homepage", "My Info", "Student", "Attendance", "Gradebook", and "Tools". A sidebar on the left has "Scores" selected. The main content area shows "Class List :: 15832-0006, College Chemistry Jr/Sr". Below this is a table with the following data:

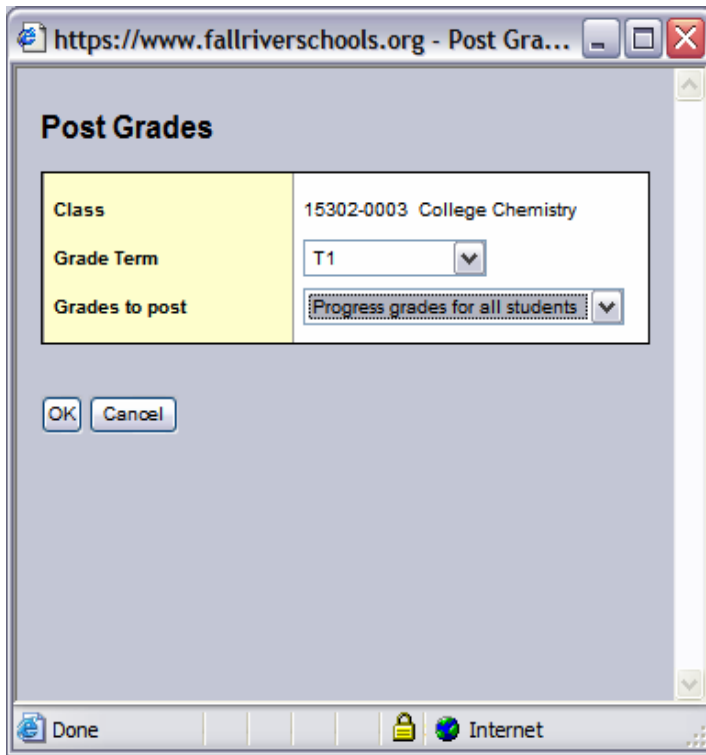
Name	YDG	PT1GrdCat	PT1Cmt1	PT1Cmt2	PT1TestCmt
Botelho, Felicia	2008				
Cabral, Josalyn Rose	2007				
Camara, Ermelinda Mariana Sousa Medeiros	2008				
Carolino, Juliene Lourenzo	2009				
Chen, Yan Ping	2007				
Cleaves, Christopher Michael	2007				
DaCosta, Carissa	2008				
DaCosta, Victoria Marilyn	2009				
Daniel, Ana Carolina Almeida	2007				
Ferreira, Sarah Marie	2008				
Gomes, Monica Christine	2008				
Lewis, Rachel	2008				

Teachers need to save their progress report entries with the green check mark

4. POST Progress Report columns

Teachers need to post, once they are sure that all grades are entered correctly and double-checked. Teachers can only post once.

Click Options > Post Grades and follow the directions on the posting wizard. Make sure you choose the correct term and type (progress report grades) and then hit Finish.



Set Your User Preferences : Set Preferences link

You can configure a number of user preferences when using X2.

On the settings bar, click **Set Preferences**. The Set Preferences dialog box appears:

The screenshot shows a dialog box with two tabs: 'General' and 'Gradebook'. The 'General' tab is selected. The dialog box contains the following fields and options:

- Primary email:** a'obrien@worldmail.com
- Alternate email:** (empty text box)
- Password:** Change (link)
- Default school:** Crow Point High School (with a search icon)
- List Options:**
 - Records per page:** 25
 - Warn on save:**

At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

The Set Preferences dialog box contains two tabs: General and Gradebook. To set your preferences for the District, School, and Build views, click **General**. To set your preferences for the entering grades on the Grade Input pages in either the School or Staff views, click **Gradebook**.

To set your preferences on the **General** tab:

1. Click the **General** tab.
2. Type your primary and alternate email addresses.
Only add your Fall River e-mail in the primary slot.
3. If you need to change your password, click **Change**. In the Change Password dialog box, type your current password and your new password. Click **OK**.
4. Select the default school you want to use when accessing the School view. (This option is only available if you have access to more than one school.)
5. In the **Records per page** box, type the number rows on a list page.
6. If you want the system to display a warning when you click **Save** on a list page after you have used the Modify List option on the Options menu, select the **Warn on save** check box.
7. Click **OK** to save your preferences.

To set your preferences on the **Gradebook** tab:

1. Click the **Gradebook** tab:


The screenshot shows a dialog box titled 'Gradebook' with a 'General' tab. The settings are as follows:

- Shade alternate lines:
- Track administrator updates:
- Tab direction: Down
- Enable gradebook features:
- Assignment column order: Date due (ascending)
- Show points in headers:
- Averages**
 - Weighting: Categories only
 - Decimals: 2
 - Grade scale: Standard A-F

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

2. Select the **Shade alternate lines** check box if you want the system to shade every other row of your Grade Input page. Otherwise, deselect the check box.
3. Select the **Track administrator updates** check box to determine that you want the Exclamation point to appear next to any grades a staff member in the office changes in the School view.
4. At the **Tab direction** field, select whether you want the **TAB** key to move you across a row or down a column when you are entering grades on the Grade Input page.
5. Select the **Enable gradebook features** check box if you want to use the Grade Input page to enter scores for assignments. If you do not select this check box, the system displays post columns (Term 1, Term 2, etc.).
6. At the **Assignment column order** field, select if you want assignments to display in date due (ascending), date due (descending), or sequence number order on the Scores page.
7. If you select **Total Points** at the **Weighting** field, you can select the **Show points in headers** check box if you want to view the number of total points in the column header of an assignment.
8. At the **Weighting** field, to indicate to the system how you calculate averages, do one of the following:
 - Select **Categories only** if you want to weight categories only in your gradebook. For example, assume you create three categories: Homework, Tests, and Quizzes. All homework assignments are worth the same amount, as are all tests and quizzes. To determine student term averages, Homework is worth 25% of the grade, Tests are worth 50% of the final grade, and Quizzes are worth 25% of the final grade.
 - Select **Category and assignments** if you want to weight both categories and assignments within those categories. For example, a student's homework average is worth 25% of the term grade, but each homework within the category is

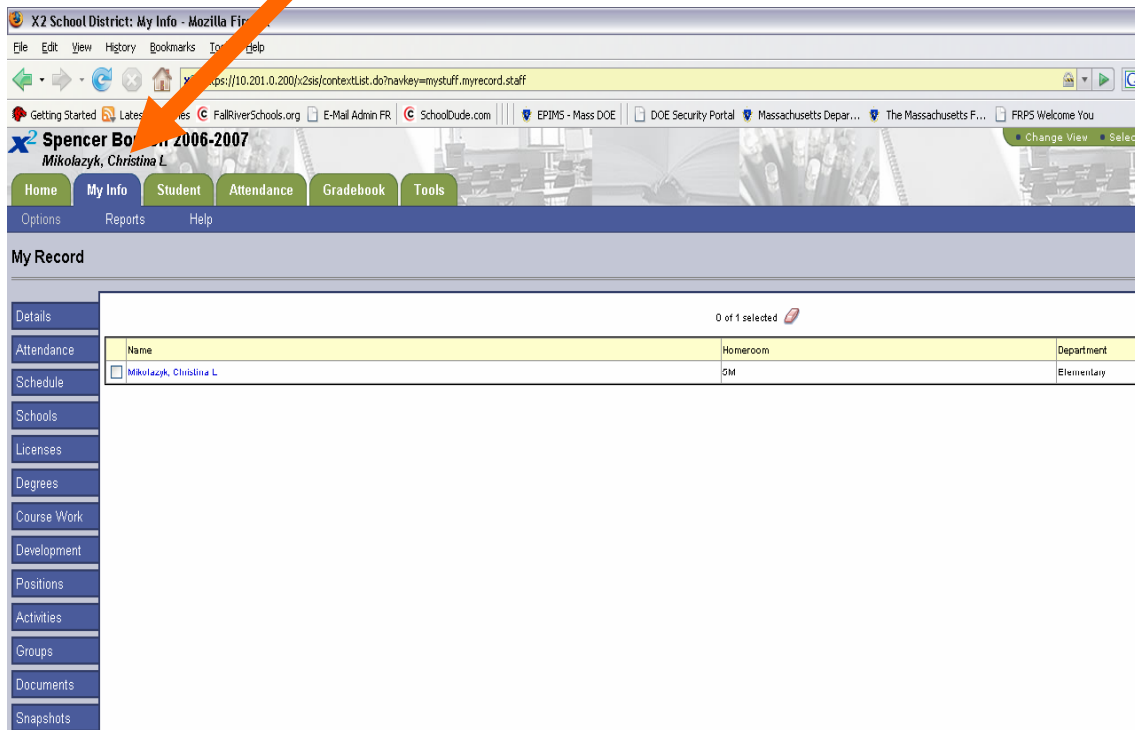
weighted differently. For example, you weight reading homework assignments 1, and intensive writing homework assignments 3.

- Select **Total points** if you calculate averages by dividing the total points a student earns by the total number of points possible. For example, a student receives a 100, 90, and 80 for grades. The student's average is $270/300=90$.
 - Select **Category total points** if you want to use total points for individual assignments within categories that you weight. For example, assume you have a Homework category. The homework average counts as 25% of the student's final grade. Within the Homework category, you grade each individual assignment using points (HW 1 is worth 10 points, HW 2 is worth 20 points).
6. At the **Decimals** field, type the number of decimal places you want the system to use for calculated averages.
 7. At the **Grade scale for averages** field, click the **Magnifying glass**  to select the grade scale you want to use to calculate term averages. If you use a grade scale different than the district grade scale, when you update post columns, the system translates the grades to the district grade scale.
 8. Click **OK**.

My Info Tab

The My Info tab in the Staff View is a place for teachers and other staff to view a wide range of information related to them. There are also many useful reports that can be viewed or printed out under the Reports menu.

- Biographical Information
- Attendance and Accrual History
- Schedule Information
- Licensure Information
- EPIMS reporting



Stay tuned for a more functional My Info tab. We have plans to phase in the use of some of the other side-tabs found here such as professional development plans and and personal calendar options for use by all staff.

SHORTCUTS

Some helpful shortcuts for use in the Scores Tab

Ctrl E **Exempt This Grading Cell**

This function allows you to enter and display an assignment grade, but not count it in any calculations within your gradebook. •*An exempt grade will be displayed as the number with a strike through line* 49

Ctrl L **Lookup Up a Reference Table Code or Grade Scale Value**

Highlight any cell in a gradebook to display the grading scale or reference table associated with it to help you select the correct entry.

Ctrl D **Fill Down Values For A Column**

You can populate an entire column (or part of one) with the same value by entering in a value for a cell and then choose Control D. •*This can also be used to erase entries in a column by highlighting a blank cell. Remember to Save your entries.*

Ctrl K **Revert Cell to Previous Entry**

This function allows you to change a grade back to the previous entry within the same session.