# **Teacher User Guide**

# GradeSpeed



ALWAYS LEARNING

#### Released April 2013

This edition applies to Release 4.7.x of the GradeSpeed software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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## **Getting Started**

## Sign in to GradeSpeed

(Updated 7/2012)

## Overview

Sign in to GradeSpeed to work with the GradeSpeed gradebook.

- 1. Go to the GradeSpeed URL provided by the campus administrator. The sign in screen appears.
- 2. Click Teacher.

**Note**: If you have logged in from this computer before, the system will remember your username but will require you to enter your password.

Sign In to GradeSpeed.NET Help							
Cebeel	Select School						
School							
Teacher							
Password		5					
	Sign In						
© 2005 Campusv	vare LP. All rights reserved.						

- 3. Select the school from the **School** pop-up menu.
- 4. Enter your teacher **ID** in the Teacher field.
- 5. Enter your assigned password in the **Password** field.
- 6. Enter a password if one has already been assigned. If no password has been assigned and this is the first login attempt, leave the password field blank. Note that the password can be entered using a virtual keyboard. Click the small keyboard icon to enter the password using your mouse.

Sign In to GradeSpeed.NET Help											
School	1st El	emen	tary S	chool			~				
Teacher	8755										
Password											
	• 1	2	34	5	6	7	8 9	, )	Ŧ	=	+
© 2005 Campusv		q v	лe	r	t y	r u	i	0	p	ניו	Ν
G coop campan	8	a	s d	f	g j	h j	k	1	;	'	←
		∂ Z	х	C V	7 b	$\mathbf{n}$	m	, .	- 7	Û	•
	CLR										

- 7. Click Sign In.
- 8. On the next screen, choose a role (if applicable). You can toggle between these accounts/roles after logging in using the **Switch Schools** function. The gradebook appears.

**Note:** If you are not actively working in GradeSpeed, your session may timeout. If so, you need to sign in again.

## **Switch Schools**

(Updated 7/2012)

## Overview

GradeSpeed offers a number of advanced features for managing user accounts. One of these features allows administrators to connect two teacher accounts to one login profile. This allows you to have a gradebook account at two different campuses and to use the same ID and password, regardless of location.

If this feature is enabled, a **Switch Schools** link appears on the gradebook below the calendar information on the left pane.



Click **Switch Schools**, and the account/role selection window appears. Select the applicable role to sign in to the gradebook.

## Main Gradebook Window

(Updated 7/2012)

## Overview

The GradeSpeed teacher gradebook is designed to record, report, and monitor student performance in an easy to use application.

For more information about entering grades, see **Work with Grades**, **Grades by Assignment**, and **Grades by Student**.

000			GradeSpe	ed By Campu	sware				
GradeSpeed"		rades Pr	ogress eports		II Seating	Chart Verif	ý		
() Help	Class: READING MSTRY 7 (10)	15/8230) Pd	1	÷ U;		Cancel 🖉 🛛			ts Cycle: 4 🔹
READING MSTRY 7 ID: 1015 Section: #230	Student	Avg	rubric 2 May-7	rubric test 2 Jun-25	normal assignment Jun-25	Test for 1345 Jun-29	Rubric Test for 1345 Jun-29	Test Rubric Task for 1345 Jun-29	Test Assignment Jul-2
Period: 1 Group: 3		Points Possible	May-9	Jun-26	Jun-26	Jun-30 100	Jun-30 100	Jun-30	Jul-3 100
Teacher:	Contreras, Roberto C	58.75			10	75	75	75	
Ackert, Mary	Diaz, Jonathan	58.75			10	75	75	75	
School: 001 Bryan Adams High School	Diaz, Michelle	58.75			10	75	75	75	
Semester: 2 Cycle: 4	Flores, Alejandra	58.75			10	75	75	75	
	Guerra, Angel	58.75			10	75	75	75	
From: Jan-18 2012 To: Feb-24 2012	Hernandez, Mark A	58.75			10	75	75	75	
	Irumva, Chantal	58.75			10	75	75	75	
	Jonguitud, Axel G	58.75			10	75	75	75	
Dana Dana	Lara, Victoria A	58.75			10	75	75	75	
Export Roster Student List	Lopez, Enrique	58.75			10	75	75	75	
	Martinez, Nicholas	58.75			10	75	75	75	
🔒 Look	Avg Display Options: Numeric	•				Student: Contreras, Rob		Assign	
😫 Sign Out						Total Student	ts:23 Chang	ges since last u	ipdate : 0

## **Features Of The Gradebook**

The task bar at the top of the main gradebook page allows for easy navigation. The task bar remains at the top of each page that can be visited from within a teacher account.

The following table describes the elements available on the task bar:

Icon/Task	Description
Categories	Allows you to select categories and permits editing of categories and their values. You can also access settings for dropping and weighting grades, grade entry, and grouping categories. For more information, see <b>Categories</b> .
Assignments	Displays a list of assignments and allows you to create new assignments. For more information, see <b>Assignments</b> .
Grades	Displays the main gradebook page and allows you to enter grades for students or assignments. For more

Icon/Task	Description
	information, see Work with Grades.
Progress Reports	Allows you to access the class rosters and district- approved comments, and to quickly prepare detailed progress reports for students and parents. For more information, see <b>Progress Reports</b> .
Reports	Allows you to view and print reports. For more information, see <b>Reports</b> .
Cumulative Grades	Displays the student's cumulative averages by cycle. For more information, see <b>Cumulative Grades</b> .
Seating Chart	Displays the seating chart for the selected class. For more information, see <b>Seating Chart</b> .
Verify Gradebook	Allows you to verify grades and lock the gradebook once grades are submitted. For more information, see Verify Gradebook.
Lesson Plan	Click to create a lesson plan. For more information, see Lesson Plans.
Discipline	Click to record disciplinary incidents and referrals for students. For more information, see <b>Discipline</b> <b>Module</b> .
	<b>Note</b> : Discipline module is optional and is only available if the district has implemented this feature.

Information about the teacher, course, and school is displayed on the left side of the window.

Link/Task	Description
Help	Click to access online help.
Course	Click the course name to open the Course window.
Teacher	Click to open the Teacher Profile window.
	<b>Note</b> : If the teacher has more than one gradebook account, a Switch Schools link will appear below the semester/cycle dates. This is useful for teachers who are responsible for maintaining a gradebook at multiple schools.
School	The school for the selected teacher appears.
Semester	The selected semester and cycle appears.
Date	The selected date range appears.
Export Roster	Click to export a simple class rooster in .csv format.

Link/Task	Description
Student List	Click to view the Student List window. For more information, see <b>Student List</b> .
Lock	Click to secure the gradebook at any time without signing out. The gradebook will be minimized, and a password window appears. To re-enter the gradebook, enter the password, then click <b>OK</b> .
Sign Out	Click to exit the gradebook. Pearson recommends that you exit the gradebook using the <b>Sign Out</b> button rather than simply closing the browser window. When you click <b>Sign Out</b> , you are prompted to save changes. Closing the browser window without signing out could result in the potential loss of any changes made in the gradebook.

## **Teacher Profile**

(Updated 7/2012)

To access the teacher profile, click the teacher name on the left pane of the main gradebook window.



The following screen appears:

View: User Profile		M 🛄	pdate Cancel	Apply	Create Custom Field
					Change Password
Teacher's Email:					
Conference Period:					
Minimum passing grade:	70 Displaying for	aling Grades in Red			
Gradebook Attendance Total Column	Abs. this Cyc.	Abs. this Sem.	Abs. this Yr.		
(Choose up to 3)	Tardies this Cyc.	Tardies this Sem.	Tardies this Yr.		
	Indu	de Attendance entered by	other teachers.		
Semester Exam Weight:	14.7				
Maximum Retake Grade:	%				
Retake Behavior:	Highest 💌				
Startup Page:	Gradebook 🗸	]			

## **User Profile**

Teachers can maintain their personal information and general gradebook settings in the **User Profile** view. To view and edit this data, be sure "User Profile" is selected in the **View** drop-down list.

## Teacher's Email

The teacher must enter his or her email address in order to be able to:

- Communicate with parents through the ParentConnection module
- Create a Lesson Plans or Curriculum Management account
- Take full advantage of the Transfer Grades feature (allows some grade information to "follow" a student from one teacher to another)

### **Conference Period**

The conference period, if entered, can be displayed on the GradeSpeed **Campus-wide Progress Reports**.

### Minimum Passing Grade

This field may be pre-filled with a value set by the campus or district administrator. Whether it is pre-filled or blank, the teacher can enter the appropriate value for his or her gradebook.

Check the **Displaying Failing Grades in Red** checkbox to have all grades below the specified Minimum Passing Grade to appear in red within the gradebook.

The **Gradebook Attendance Total Column** option allows teachers to select up to 3 attendance totals they wish to appear in the **Att** (attendance) column within their gradebook. There are 6 main options that teachers may choose from: absences this cycle, tardies this cycle, absences this semester, tardies this semester, absences this year, and tardies this year. Check the **Include Attendance entered by other teachers** checkbox to include attendance records from students' other teachers.

### Semester Exam Weight

Like the "Minimum Passing Grade," this field may be pre-filled, but the teacher can enter the appropriate value if needed.

## Maximum Retake Grade

Teachers will use this field to set a maximum grade that a student is allowed to earn for a "retake" assignment. For example, a student who earns a 100 on a retake assignment may only be eligible for 90 points; to accomplish this, the "Maximum Retake Grade" should be set to "90."

### **Retake Behavior**

Use the drop-down list to indicate how GradeSpeed should handle assignments where retake grades have been recorded.

Retake Behavior:	(Highest
Startup Page:	Highest Average
	Average of 2 highest

GradeSpeed allows teachers to record an original grade and two retake grades for each student's assignment. The **Retake Behavior** setting determines how these multiple grades should be considered in determining the student's score for that assignment.

Highest - the highest of the three scores is used

Average - the average of any available scores is used

Average of 2 highest - the average of the two highest available scores is used

## Startup Page

The teacher can use this drop-down list to indicate which page should be displayed first when he or she first logs in to GradeSpeed.

Startup Page:	Gradebook 💽
	Gradebook
	Attendance
	Grade by Student

## Change Password

To change the teacher password click the **Change Password** link. A window will pop up containing an encrypted password field and confirmation field. Since these fields are encrypted, remember that the number of characters that appear in the Password and Confirm fields is NOT necessarily the number of total characters in the actual password.

🗿 Edit User - 999	999_101_8755 - Microsoft Ir	iternet Explorer	
	User Inform	ation	
User Information			~
Username:	999999_101_8755		
Email:			
Password:	•••••		
Confirm:	•••••	2	
First Name:			
Middle Name:			
Last Name:	Alexander, S		
			~
		OK Car	ncel Apply

The teacher can delete the old password and type in the new desired password in the "Password" and "Confirm" fields. The password will be rejected if it does not conform with the district-defined complexity and length requirements (i.e. "at least 6 characters long," "at least one numeric character," etc.).

## Create Custom Fields

Teachers can define custom fields that can be used to track custom student information. This information will be entered and viewed on the **Student List** page. **Click here for further information on the Custom Fields tool**.

## **Display Student Fields**

To customize the way that student data is displayed in the gradebook, select **Display Student Fields** from the **View** drop-down list.

View: Display Student Fields	~	Update Cancel	Apply
		1	
Please select the fields you would like to display fi mode selected below.	or a student in the		
Mode Gradebook 💌			
Student Name (Full)			
Student Name (Short)			
Student ID			
Grade Level			
Student Characteristics			
Sub-School			
Hide Inactive Students.			
Sort Order			
Please select the order you would like these fields	; to appear.		
Student Name			
Grade Level			
Student Characteristics			
Sub-School			
	Move Up		
	Move Down		

A teacher can decide which fields should be displayed for a student in each "Mode" listed in the drop-down menu - Gradebook, Attendance, or Seating Chart. For example, if the mode is set to "Gradebook," the teacher will be able to specify which student data is displayed in the **main gradebook page**.

Mode	(Gradebook
	Gradebook 💦
	Attendance 😼
CH.	Seating Chart

Teachers should choose a mode, and then use the check boxes below to indicate the information fields that should be displayed while viewing that mode.

Student Name (Full)
 Student Name (Short)
 Student ID
 Grade Level
 Student Characteristics
 Sub-School
 Hide Inactive Students.

### Hide Inactive Students

If the teacher's gradebook contains students that have been dropped from a section (these students will appear with a "D" in front of their names), the teacher can check **Hide Inactive Students** to prevent these dropped students from being displayed in the gradebook.

### Sort Order

Once the teacher has selected the data that should appear for the current **Mode**, he or she can use the **Move Up** and **Move Down** buttons to change the order in which the fields will appear.

Sort Order	
Please select the order you would like	e these fields to appear.
Student Name Student ID Grade Level Student Characteristics Sub-School	Move Up Move Down

After any changes have been made, click **Apply** to save the changes and continue working on this screen. To discard changes and return to the gradebook, click **Cancel**. Click **Update** to save changes and return to the gradebook.

**Note**: The **Update** and **Cancel** buttons are unavailable until modifications are made on the window.

## **Verify Gradebook**

(Updated 11/2012)

Teachers verify their grades at the end of the grading period. Verification serves two purposes: it confirms for campus/district administrators that the teacher is finished entering grades, and that the grades are correct; and it locks the gradebook so that the teacher

cannot accidentally make changes while the administrators are generating report cards or posting grades to the SMS. When you verify the gradebook, grades become read-only and are not editable. During the verification process, all grades and standards score are recalculated and averaged, and topic based grades are calculated and averaged.

Verify the gradebook at the end of a grading period.

## How to Verify the Gradebook

- 1. On the Main Gradebook window, click **Verify Grades**. The Verify Grades window appears.
- 2. Select the class from the **Class** pop-up menu. Or, select the **All Classes** checkbox to verify all classes at the same time.
- 3. Review grades that appear on the window:
  - Click **Update** to refresh the window with any modifications you have made.
  - Click **Cancel** to disregard any modifications.
  - Click **Spell Check** to check spelling of the content.
- 4. When you are finished reviewing the content, click **Verify**. A confirmation message appears.
- 5. Click **OK** or **Yes** to confirm. The current grading period converts to read-only status.

**Note**: The **Update** and **Cancel** buttons are unavailable until modifications are made on the window.

## **GradeSpeed Teacher**

## **GradeSpeed Monitor**

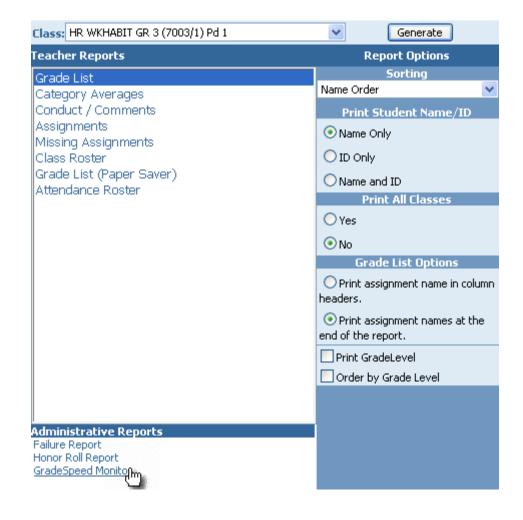
(updated 8/16/07)

## **Overview**

The **GradeSpeed Monitor** allows users to view to view schedule and grade information by teacher or by student.

Teachers can be granted access to the **GradeSpeed Monitor** tool for a specific group of students who have been assigned an activity code.

To access **GradeSpeed Monitor**, click the link found on the Reports page of the teacher's gradebook.



GradeSpeed Monitor will open in a new window.

Close	GradeSpeed Monitor	
Group: My Students 🛛 🗸	Student: Select Student	
	Semester: 1 💌	
Gradebook average shown. SMS aver SMS average shown. Gradebook aver		

The teacher may have access to more than one group of students. District administrators set up **Activity Codes** at the beginning of the school year. Activity codes are used to classify different groups of students ("band," "gifted and talented," "choir," "special ed," etc.). If the teacher has been assigned a certain activity code, then he or she will be able to monitor all of the students in that particular group. To select a specific group, choose the appropriate activity from the **Group** drop-down list. To view all students, simply leave the **Group** list set to "My Students." If a teacher has not been assigned to a particular activity code, the drop-down list will only have "My Students" as an option.

Group:	My Students 💫 🗸 🗸
	My Students
	Gifted/Talented Group りん

To display grade information for a specific student, select a student from the **Student** dropdown list. Once the correct student has been selected, click **Ok** to display the record.

	Student:	Select Student 🛛 👻
		Select Student
	Semester:	Aper, William D. (201163)
		Babb, Franklin A. (200806) 👘 🛵 👘
		Boyle, Neil L. (201328)
e	differs from	Braunig, Emilia L. (201329)
e	differs from	Bryson, Willie L. (200708) Caddell, Raymond K. (200585)
		Caddell, Raymond K. (200585)
7		Draudt, Marian I. (200366) Harden, Dorothy P. (200767)
		(Harden Dorothy D (200767)

The following page will appear:

Clos	Close GradeSpeed Monitor									
Group: My S	tudents 💌			dent: Abran	novic, John M.	(201314)	Profile			
	werage shown. SMS average o e shown. Gradebook average o	-								
Teacher	Course	Section	Period	Cycle1	Cycle 2	Cycle 3	Exam 1	Sem 1	Comments	Last Updated
Smith, Ben	HR WKHABIT GR 2	8	1	A				A	A,B	11/8/2006 2:53:56 PM
Smith, Ben	READ GR 2	8	2	25				25		10/27/2006 11:14:03 AM
Smith, Ben	WRIT GR 2	8	3	89				89		10/27/2006 11:14:03 AM
Smith, Ben	SOC SKILLS GR 2	8	4	87				87		10/27/2006 11:14:04 AM
Smith, Ben	MATH GR 2	8	5	100				100		10/27/2006 11:14:04 AM
Smith, Ben	SOC ST GR 2	8	6	98				98		11/10/2006 9:58:46 AM
Smith, Ben	SCI/HEALTH GR 2	8	7	89				89		10/27/2006 11:14:05 AM

The first column contains the names of the teachers who have the selected student in their classes. The second column contains the names of the courses that the student is scheduled in. To view all students in a course, click the hyperlinked course name. The next two columns display the course section and period. The cycle averages, semester exam grade, and overall semester average are displayed for the current semester. To view another semester, select the correct semester from the **Semester** drop-down list.



The semester average will be color coded as described on the page. This color-coding allows the user to distinguish between a semester average that is based on the grades contained in GradeSpeed and a semester average that has been posted back from the SMS. Since the SMS is the current record, it is important to identify any discrepancies between GradeSpeed and the SMS.

Any comments currently assigned to the student will be displayed in the **Comments** column. Additionally, the **GradeSpeed Monitor** now displays the time and date stamp of the last time the teacher updated his or her gradebook.

To return to the gradebook **Reports menu**, click **Close**.

## **Custom Fields**

(updated 8/16/07)

## Overview

From within the **Teacher Profile**, teachers can define custom fields that can be used to track any type of student information within the **Student List.** Anything can be tracked with custom fields - textbook numbers, permission slip returns... anything that is specified.

To create a **Custom Field**, first visit the **Teacher Profile** by clicking on the teacher name on the left side of the page.



From within the **Teacher Profile**, click the **Create Custom Fields** link in the upper righthand  $\omega$ rner of the page.

View: User Profile		~	Update	Cancel	 Treate Custom Fields
Teacher's Email:	someone@mydomain.com			1	
Conference Period:	2				
Minimum passing grade:	70	Displaying	failing Grades in	n Red	
Gradebook Attendance Total Column	Abs. this Cyc.	Abs, this	Sem.	Abs. this Yr.	
(Choose up to 3)	Tardies this Cyc.	Tardies th	nis Sem.	Tardies this Yr.	
	Indu	de Attendance e	intered by othe	teachers,	
Semester Exam Weight:	14.7				
Maximum Retake Grade:	90 %				
Retake Behavior:	Highest 🗸				
Startup Page:	Gradebook 🗸				

The **Student Custom Fields** page will appear. If any custom fields have already been defined, they will appear in a list on this page. Directly underneath the list will be some blank fields with an Add Field button. If no fields have been defined yet, only the blank form will appear, as in the screen shot below:

	Return							
* Val	* Values should be entered in comma delimited format							
ID	Nama	<b>T</b>						
IU	Name	Туре	Values	Edit	Delete			

To add a new custom field, first enter the **Name** of the field. Then select the **Type** of field that it will be.

	turn				
* Values sl	hould be entered in co	mma delimited form			
ID	Name	Туре	¥alues	Edit	Delete
Perr	nission Slip?	Drop Down 💌			Add Field
		Textbox Checkbox			
Fi	ield Types				
📃 This i	is a Check Box				
This is a	Text Box				
This is a	Drop Down menu 🗸				
Option 1		1			
Option 2 Option 3	1				
Option 4		J			
		]			

If the **Type** column is set to **Checkbox** or **Textbox**, the **Values** column should be left empty. If the **Drop Down** type is selected, enter the allowed **Values**, separating each option with a comma (,).

ID	Name	Туре	¥alues	Edit	Delete
	Permission Slip?	Drop Down 🔽	Received,Received,Late		Add Field

Once the field info is correct, click **Add Field**. The field will be saved, and a new field will be opened, allowing the teacher to create another custom field if needed. If no more custom fields are needed, simply click the **Return** button at the top left of the page.

Return           * Values should be entered in comma delimited format									
ID	Name	Туре	Values	Edit	Delete				
1	Permission Slip?	DDL	Not Received, Received, Late	Edit	Delete				
		Textbox 💌			Add Field				

Once again, teachers can also define text fields or check box fields. If text fields or checkbox fields are required, simply give the new field a **Name**, specify the **Type** of field, and leave the **Values** field blank.

ID	Name		уре	Values	Edit	Delete
1	Permission Slip?	DDL		Not Received, Received, Late	Edit	Delete
2	Health Notes	тхт			Edit	Delete
3	Rides Bus	СНК			Edit	Delete
		Text	box 🔽			Add Field

Users can also click **Edit** to modify existing custom field information.

To return to the **Teacher Profile**, click **Return**. To view and use these custom fields, go to the **Student List** page.

## **Cumulative Grades**

(updated 8/16/07)

## Overview

The **Cumulative Grades** page displays each student's cycle average, exam grades, semester average, and overall average as reflected in the SIS (student information system). Depending on the type of SIS used at the campus, these grades may or may not match the averages calculated in the gradebook.

To access the **Cumulative Grades** feature, click the **Cumulative Grades** icon on the task bar. The following screen will appear:

GradeSpeed"	Categories Assig	🧽 rments	Gra	<b>i</b> des	Progr Repo		Report	L 15	Cumulati Grades		tendanı	e Seatir
(7) Help	Class: HR WKHABIT	GR 3 (7	1003/1)	Pd 1			~		IPR G	rades		
HR WKHABIT GR 3	Student	С1	CZ	C3	C4	C5	C6	El	E2	51	52	OA Avg
ID: 7003 Section:1	Aper, William	91						Secure		91		91.00
Period: 1	Babb, Franklin	84								84		84.00
Group: 1	Boyle, Neil	89								89		89.00
Teacher:	Braunig, Emilia	70								70		70.00
Alexander, 5	Bryson, Willie	82								82		82.00
School:	Caddell, Raymond	83								83		83.00
1st Elementary School	Draudt, Marian	76								76		76.00
Semester: 1 Cycle: 1	Harden, Dorothy	90								90		90.00
<u> </u>	Harrington, Arthu	81								81		81.00
From: Aug-10 2007 To: Sep-28 2007	Hart, Edwin	88								88		88.00
	Hughes, Noble	84								84		84.00
Exam Weight: 20%	Kulman, Ron	89								89		89.00
Campus Default	Larson, Dorothy	86								86		86.00
Exam Weight:	Liess, Frederick	85								85		85.00
Course Requests	Massaro, Albert	89								89		89.00
	McLain, Bobby	79								79		79.00
Student List	Monski, William	80								80		80.00
•	Raub, William	94								94		94.00
🔒 Lock	Sanson, William	87								87		87.00
🔕 Sign Out	Santiago, Carlos	89								89		89.00
	Yesulitis, Thomas	92								92		92.00
	Zimmerman, Norman	82								82		82.00

Each student who is active in the current cycle will be displayed on this page. The available cycle averages for each student will be displayed in the fields labeled **C1**, **C2**, etc.

Each student's semester exam grades are indicated as **E1** and **E2**.

Each student's semester averages are indicated as **S1** and **S2**.

Each student's overall average is indicated as **OA Avg**.

Teachers can check the box titled **Hide Names** to identify students by **ID** only. This option allows teachers to make the grade list anonymous.

🗹 Hide Names

ID	C1	C2	C3	C4	C5	C6	E1	E2	51	52	OA Avg
200088	94								94		94.00
200270	85								85		85.00
200311	89								89		89.00
000044	92								92		92.00

Click **Update** to save changes. Click **Cancel** to discard the changes.

**Note**: The **Update** and **Cancel** buttons are unavailable until modifications are made on the window.

## **Lesson Plans**

(updated 12/11/06)

Teachers can use the **GradeSpeed Lesson Plans** module to create and store their lesson plans. To access this tool, click the **Lesson Plans** icon on the **main gradebook page**. The first time a teacher clicks this icon, the following page will appear:



First-time users should **Create a new account**. This account is created separately from the GradeSpeed login to ensure that the teacher can access the lesson plans from one school year to another. Once created or accessed, The **Lesson Plans** account will automatically be tied to the gradebook account for that school year. If a teacher wishes to be able to access his or her lesson plans next year, he or she should record the username and password for the **Lesson Plans** account.

The following is the signup page. The teacher should fill in the appropriate information, then click  $\mathbf{OK}$  to create the account.

Sign-Up	
Please select a username the system.	e and password that you will use to access
Username:	bsmith1
Password:	•••••
Confirm Password:	•••••
User Information	
First Name:	Ben
Last Name:	Smith
Email Address:	bsmith1@myisd.net
	ОК

The teacher will then see the following page:

		Lesson Plan Management
Search	Lessons	Create Schedule Manage Favorites
	No Lessons available.	
Logged in as <u>Smith, Ben</u> . [Edit Profile] [Sign Out]		
[Favorites]		

 ${\tt Lessons}$  – this is a header only and below it will be the list of lessons created or copied by this teacher.

**Create** – this is the link for lesson plan creation.

**Schedule** – this link takes the teacher to a calendar system to schedule when the lesson is to be taught. This option will be discussed in detail after the discussion of lesson creation.

**Manage Favorites** – this link allows the teacher to view any lesson plans that have been selected as favorites by clicking on the lesson title and allows the teacher to remove any lesson from the favorites area. To remove a lesson the teacher selects the box to the left of the lesson title and clicks **Submit**.

### **User Profile**

The teacher's user profile simply contains information about the user and his or her account. To view the information, click **Edit Profile**. The following page will appear:

Edit User	
Username:	bsmith1
Password:	•••••
Confirm Password:	•••••
User Information	
First Name:	Ben
Last Name:	Smith
Email Address:	bsmith1@myisd.net
	OK Cancel

Here, the teacher can modify the information attached to his or her Lesson Plans account.

### **Create Content**

When the teacher clicks on **Create**, he or she will see the page shown below. As noted on the page, this page allows the teacher to enter information to create a lesson. This tool is tab-driven - to fill in a field, the teacher should first select the tab for that area and then enter the neœssary information.

### Lesson Info tab

In this area the teacher will assign the lesson title, description and time required.

	Edit Lesson - [Untitled]						
Return	Lesson Info		Desired Resu	lts	Assessment Evidence		
		Learning St	trategies		Reflective Notes		
Save	Info						
	Title:	[Untitled]					
Title: [Untitled]	Description:						
Description:	Time Required:						
[None]	Public:						
Туре:	Grade Level						
Lesson	Pre K 🛛 K	□1 □2	3 4 5	6 07 08	9 10 11	12	

When other users use the search feature, the lesson title is the field used to search. The advanced search uses all fields.

The **Public** option allows other teachers to search for this lesson. If teachers are to share lesson plans for collaboration, the public option must be selected.

The last area is **Grade Level**, where a teacher may select multiple grade levels for a lesson.

## **Desired Results**

This area is divided into three parts.

	Edit Lesson - [Untitled]						
Return	Lesson Info	Desired Results	Assessment Evidence				
	Learnir	ng Strategies	Reflective Notes				
Save	Learning Expectations						
	What expectations are the	focus of this lesson? (include sta	ite standards text)				
Title: [Untitled]							
Description: [None]							
Type: Lesson							
	Organizing Concepts (Unde	arstandings)					
			result of the lesson? Describe concepts.				
		· # /	×				
	Essential Questions What arguable, recurring a of the lesson?	nd thought-provoking questions	will guide inquiry and point toward the big ideas				

Learning Expectations – What expectations are the focuses of this lesson? (Include state standards text). Teachers can write out the student expectations associated with the lesson as well as additional expectations

Organizing Concepts (Understandings) - What will students understand (about what big ideas) as a result of the unit? Describe concepts. Teachers can write about the big ideas that are the focus of this lesson.

Essential Questions – What arguable, recurring and thought-provoking questions will guide inquiry and point toward the big ideas of the lesson? Teachers can list the "r;big picture" questions that would guide the lesson.

## Assessment Evidence

This area is divided into two parts.

	Edit Lesson - [Untitled]						
Return	Lesson Info	Desired Results	Assessment Evidence				
	Learning	Strategies	Reflective Notes				
	knowledge and skill attained	, and the state standards met?	the understandings have been developed, the [Anchor the work in performance tasks that work, quizzes, observations, etc.]				
Description:	Pre-Assessments						
[None]	Journal, short answer, quiz						
Type: Lesson							
	Assessments Informal checks for understa authentic task, long-term pro		uiz/test, academic prompt, performance task,				

Pre-Assessments – Journal, short answer, quiz. Teachers would record any pre-assessments for this lesson.

Assessments – Informal checks for understanding, observation/dialogue, quiz/test, academic prompt, performance task, authentic task, long-term project, portfolio, rubrics. Teachers would record any assessment, formal or informal, that would measure student performance.

### Learning Strategies

This area is divided into three parts.

	Edit Lesson - [Untitled]							
Return	Lesson Info	Desired Results	Assessment Evidence					
	Learni	ng Strategies	Reflective Notes					
Save			al for learning? Note: vocabulary included in sts and should be used in lesson design.	the				
Title: [Untitled]				~				
Description: [None]								
Type: Lesson								
				~				
	Technology Integration							
	How can technology be use	ed to transform student learning?		_				
				4				
	Differentiation How is this lesson designed needed for student success		arners? What extensions/accelerations are					
				~				

Vocabulary – What vocabulary pertaining to this unit is considered critical for learning? Note: vocabulary included in the state standards will often appear in benchmark and state tests and should be included in lesson design. Teachers would record or list necessary vocabulary.

Technology Integration – How can technology be used to transform student learning? Teachers would record what technology is used.

Differentiation – How is this lesson designed to meet the needs of diverse learners? What extensions/accelerations are needed for student success? Teachers would record strategies and activities to differentiate the lesson to better meet the needs of diverse learners.

## **Reflective Notes**

This area is divided into two parts:

		Edit Lesson - [		
Return	Lesson Info	Desired Results	Assessment Evide	
	Learning St	trategies	Reflective Notes	
Save	Resources			
				~
Title: [Untitled]				
Description: [None]				
Type: Lesson				
				×
	Notes			
				~
				~

Resources - Teachers would record any necessary resources, both material and nonmaterial (i.e. rulers, time, parental support, etc.)

Notes - Teachers would record any ideas or plans to enhance the lesson. This area is also designed so that after the lesson has been taught the teacher would reflect on the lesson and ways to improve it.

## Main Screen Options

## Search

Teachers can search all public lesson plans by key word. To search for a lesson, simply enter a keyword into the **Search** field at the top left corner of the page, then either press "Enter" or click the magnifying glass icon.

Search	
paris	<b></b>

Once other teacher's lesson plans are located the teacher can view that lesson plan by clicking on the title.

Return	Search Results
1. Paris in the Springtin How I love it Type: Lesson; Grades: [I	
ID: 175; Last Updated: 1	

The following page will appear, displaying the "View" mode of the assignment:

Return Paris in the Springtime Last Updated: 12/14/2006 10:31:46 AM [Save As] [Add To Favorites]		
Lesson Info		
Info		
Title: P	Paris in the Springtime	
Description: H	ription: How I love it	
Time Required:		
Public:		
Grade Level		
Pre K K 1 2 3 4 5 6 7 8 9 10 11 12		

The teacher can now either save the lesson to his or her personal list, or can add the lesson as a "Favorite."

To save the lesson, click **Save As**. The lesson will be immediately saved to the main **Lesson Plans** page.

To add the lesson as a "Favorite," click **Add to Favorites**. The lesson will be added to the teacher's **Favorites** list, which is accessible on the user's main page.

### Scheduling Lessons

To schedule lessons on a weekly calendar, click **Schedule**. The following page will appear:

[return [print] add column]	New Subject edit remove	
Monday 12/11/2006 edit		
Tuesday 12/12/2006 edit		
Wednesday 12/13/2006 edit		
Thursday 12/14/2006 edit		
Friday 12/15/2006 edit		
< 2005 2007 > Nov December Jan 2005 2005		
S M T W T F S 26 27 28 29 30 <u>1</u> 2 3 <u>4 5 6 7 8 9</u>		
10         11         12         13         14         15         16           17         18         19         20         21         22         23           24         25         26         27         28         29         30           31         1         2         3         4         5         6	1	

The dates shown will be the current week with one column present.

To change the name of the column and to assign a lesson to each day, the teacher would click Edit and see this screen:

return print add column	New Subject
Monday 12/11/2006 edit	Browse
Tuesday 12/12/2006 edit	Browse
Wednesday 12/13/2006 edit	Browse
Thursday 12/14/2006 edi	Browse
Friday 12/15/2006 edit	Browse
<u>× 2005 2007</u> Nov December Jai 2006 Jai	
SMTWTFS	
26 27 26 29 30 1 2	
3456789	
10 11 12 13 14 15 16	
<u>17 18 19 20 21 22 23</u>	
24 25 26 27 28 29 30	2
<u>31 1 2 3 4 5 6</u>	

To change the name of the subject, simply type the appropriate name over the text reading "New Subject."

To schedule a lesson for a day, click **Browse** next to the appropriate date. A window will appear. Select the desired lesson, or the "Holiday" option to indicate that no lesson will be taught that day.

🜒 http://cm.gradespeed.net - Browse - Microsoft Internet Explorer 🛛 🖃 🖾 🔀		
D My Folders	~	
🔳 Holiday	Select this item to schedule a holiday.	
E Lesson 1	The greatest lesson of all	
Paris in the Springtime	How I love it	
	ОК	Cancel
🕘 Done	Internet	

Click **OK** to schedule the lesson.

Use the calendar at the bottom of the page to change the dates in view. The arrows can be used to change years. Click the name of the next or previous month to navigate forward or backward. Click on any date in the calendar to highlight the week.

Be careful to look at the selected lessons before clicking **OK**, because the default will fill in the first lesson in **My Lesson Plans** for the week. If this is not the lessons the teacher wants to schedule, he or she will need to select another lesson for each day. If **Holiday** is selected, the date will be blank.

return print add column	New Subject
Monday 12/11/2006 edt	<u>Lesson 1</u> - [Edit] The greatest lesson of all
Tuesday 12/12/2006 edit	Paris in the Springtime - [Edit] How I love it
Wednesday 12/13/2006 edit	Browse
Thursday 12/14/2006 [edit]	Browse
Friday 12/15/2006 edit	Browse
< 2005         2007           Nov         December 2006         Jan           3         M         T         W         T         F         3           2         4         5         6         7         8         9         12           3         4         5         6         7         8         9         10         12         13         14         15         16           10         11         12         13         14         15         16         17         18         19         20         21         22         23         24         25         6         7         8         29         30         24         25         6         7         8         29         30	

To add other columns for additional courses or subject areas that are taught, click **Add Column** and repeat the above process to customize this column.

To select a printable version of the Lesson Plan calendar, click **Print**. A printable view of the current week will appear and the print dialog will be automatically launched.

### Favorites

To manage the list of favorite lessons, click **Favorites** on the user's main page.

	Return	Manage Favorites Delete
Ξ		Paris in the Springtime
Ξ		Superlative Lesson
Ξ		Excessively good lesson
Ξ		Best Lesson Ever

To delete a lesson from the **Favorites** list, check the box next to the lesson title, then click **Delete**. To view the lesson information, click the lesson title. To return to the main user page, click **Return**.

### Sign Out

To sign out of Lesson Plans and close the browser window, click Sign Out.

## Courses

## **Course Maintenance**

(Updated 11/2012)

You can view, add, or edit course properties on the Course Maintenance window. This window is also where you can specify an alternate teacher for the course.

## How to Manage Courses

1. To view and/or edit course properties, click the course title at the top left corner of the main gradebook page.



The **Course Maintenance** page appears.

- 2. To change to a different course, make a selection from the **Class** pop-up menu.
- 3. The following table describes the fields on this window:

Field	Description
Course	Displays the course name. This field is not editable.
ID	Displays the assigned course ID. This field is not editable.
Section	Displays the assigned Section ID. This field is not editable.
Period	Displays the period number. This field is not editable.
Group	Displays the group number. Change the group number to assign the course to a different group.
	<b>Note</b> : The assigned alternate teacher for the course cannot edit this value.
	Teachers can group courses together by group number. For example, a teacher may teach several courses, all of which have the same categories and assignments. Rather than enter the same information multiple times, the teacher could simply enter the same group number for each of these courses. Then, any changes to a category in one of the courses would immediately apply to any other

Field	Description
	courses in that group. In the example above, each class belongs to group 1. In the gradebook, two of these courses might be part of group 1 while another is part of group 2. Any assignment added to one of the group 1 courses will be added to the other group 1 course, but the group 2 course will not share its assignments with any other course.
Alt. Class Name	Enter an alternate class name, if applicable.
Teacher	Displays the teacher ID assigned to this course. This field is not editable.
Alt. Teacher	Select an alternate teacher for the course from the pop-up menu.
	<b>Note</b> : If both the primary teacher and alternate teacher are editing course content simultaneously (including grades, assignments, progress reports, categories, or verifying the gradebook) an error message appears to alert you if information has been updated by the primary or alternate teacher This prevents a teacher from unknowingly modifying out- of-date information.
General Information	Enter general information about the course.
Policies	Enter any policies you want documented for the course.

4. Click **Update** to save changes. Click **Cancel** to discard the changes.

**Note**: The **Update** and **Cancel** buttons are unavailable until modifications are made on the window..

# Attendance

### (updated 8/15/07)

The GradeSpeed attendance module is designed to allow teachers to record attendance as quickly, easily, and accurately as possible. Teachers can mark attendance and review attendance records by clicking the **Attendance** icon in the task bar at the top of any page. The following page will appear:

Control     B       Teacher:     Alexander, S       School:     1st Elementary       School     B       School     B       School     B       School     B       School     B       Semester:     1 Cycle:       From:     Aug-10	Student Aper, William	Code	Present	A	-		
C) Help     B       Teacher: Alexander, S     B       School: 1st Elementary School     B       Semester: 1 Cycle: 1     D       From: Aug-10 2007     D					т		ote: After you submit, changes ly be made by the attendance
Teacher: Alexander, 5 School: 1st Elementary School Semester: 1 Cycle: 1 From:Aug-10 2007	abb Enable		۲	0	0	can on	clerk!
Alexander, 5 School: 1st Elementary School Semester: 1 Cycle: 1 From:Aug-10 2007	Babb, Franklin		۲	0	0		Attendance Codes
School: 1st Elementary School Semester: 1 Cycle: 1 From:Aug-10 2007	Boyle, Neil		۲	0	0	Code	Description
1st Elementary School     B       Semester: 1 Cycle: 1     D       From:Aug-10 2007     D	Braunig, Emilia		۲	0	0	T	Tardy
Semester: 1 Cycle: 1 From: Aug-10 2007	Bryson, Willie		۲	0	0	AE	Excused Absence Unexcused Absence
From: Aug-10 2007	Caddell, Raymond		۲	0	0	M	Medical
	Draudt, Marian		۲	0	0	R	Religious
To: Sep-28 2007 H	Harden, Dorothy		۲	0	0	Reports Attendance	a this cycle
н	Harrington, Arthur		۲	0	0	Attendance Class Roste	e Totals
	Hart, Edwin		۲	0	0		
	Hughes, Noble		۲	0	0		
Sign Out K	(ullman, Ron		۲	0	0		
	arson, Dorothy		۲	0	0		
L	iess, Frederick		۲	0	0		
M	Massaro, Albert		۲	0	0		
N	McLain, Bobby		۲	0	0		
N	Monski, William		۲	0	0		
R	Raub, William		۲	0	0		
S	Sanson, William		۲	0	0		
S	Santiago, Carlos		۲	0	0		
Υ	/esulitis, Thomas		۲	0	0		
Z	Zimmerman, Norman		۲	0	0		
Na	ote to attendance	clerk:	Total Stu	dent	s: 22		

Each student for the current period will be listed. The teacher can select a different period if needed using the drop-down list at the top.

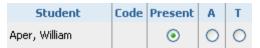
Period:	L 🗸
S	
Aper, V	
Babb, F	i
Boyle, 17	, }
Braunig	) .0

If a block schedule is used at the school, the teacher may also need to specify the appropriate time code.

Period:	1	¥	TimeCode:	A	X
					74

#### **Recording attendance**

To mark attendance for a student, the teacher should select the appropriate radio button next to the student's name.

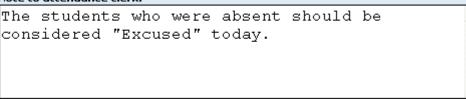


The available attendance codes are defined by the district or school administrators. There may be attendance codes that can be entered by administrative users, such as attendance clerks/secretaries, but that are not available to teachers. These codes will be shown in the legend on the right of the page.

	Attendance Codes							
Code	Description							
A	Absent							
Т	Tardy							
AE	Excused Absence							
AU	Unexcused Absence							
M	Medical							
R	Religious							

The teacher can also enter a note that will be read by the attendance clerk/secretary.

#### Note to attendance clerk:



Once attendance has been marked appropriately for each student in the current period, click **Submit**. If all students are present, confirm this by checking the box labeled **All Present** before clicking **Submit**. After the teacher clicks **Submit**, the following confirmation window will appear:



If the district has configured the attendance module to allow teachers to click **Submit** multiple times, then the submitted attendance codes will appear in the center column, but the radio buttons will remain unlocked and the **Submit** button will remain available.

If the district has configured the attendance module to only allow teachers to **Submit** one time for each period, then the following message will appear below the **Submit** button:



Additionally, once the teacher submits attendance for the period, the page will be locked and the radio buttons will be "grayed-out."

Period: 🚺 🔽 Tim	eCode:	A 🔽 📃	All P	resent	Submit						
Student	Code	Present	A	Т	Attendance has already been submitted for this period.						
Aper, William	A	0	۲	0	Attendance Codes						
Babb, Franklin	Present	۲		0	Code Description						
Boyle, Neil	Present	۲		0	A Absent						
Dususia, Estilia		0			T Tardy						
Braunig, Emilia	A	0	۲	0	AE Excused Absence						
Bryson, Willie	Present	۲		0	AU Unexcused Absence						
					M Medical						
Caddell, Raymond	Present	۲		0	R Religious						
Draudt, Marian	A	0	۲	0	Reports						
Harden, Dorothy	Present	۲		0	Attendance this cycle Attendance Totals						
Harrington, Arthur	Present	۲		0	Class Roster						
Hart Edwin	Drecent		0	0							

The teacher may return to a previous period's or day's attendance and see that the attendance clerk/secretary has posted corrections to the attendance records. Any entries to the left side of the "/" were made by the teacher, while any entries to the right side of the "/" were made by the attendance clerk/secretary.

Student	Code	Present	A	т	Clerk Note
Aper, William	A/M	0	0		Sick; have doctor's note
Babb, Franklin	Present/Present	۲	0		
Boyle, Neil	Present/Present	۲	$\odot$		
Braunig, Emilia	A/AE	0	0		Student out on band trip
Bryson, Willie	Present/Present	۲	0		
Caddell, Raymond	Present/Present	۲			
Draudt, Marian	A/AE	0	0		Student out on band trip

### Other attendance tools

Teachers can produce attendance reports from within the gradebook. This is done from the **Attendance** page, so do not click the **Reports** icon in the task bar. To produce a detailed attendance report for the full cycle, click the **Attendance this cycle** report under the **Reports** header.

A window will pop up containing each student's attendance records for the grading cycle.

Student     ID     M     T     W     T     F     M     T     W     T     F     M     T     W    <				A	Week 1				Week 2 Aug 21-Aug 25		Week 3 Week 4 Aug 28-Sep 01 Sep 04-Sep							Week 5 8 Sep 11-Sep 15								
Abramovic, J       201314       A       T       T       A       T       T       T       A       T	Student	ID	м				E	M				F	M				F	м			F		м			
wnarella, S       201317       Image			141		w		P	M		w		r	M		W		r	M		W	r	1	η	4 1	1 1 1	A 1 W 1
kownan, E       201327       I       A       T       //       I																										A
hurris, H       200587       I       I       T       /M       I <thi< th=""></thi<>									-																	
Slark, T       200185       I       T       I       <								A																		A
crate, B       200323       I       I       I       T       I       <											ſΜ															
iggerts, F       200957       0									т																	A
Analy, W     200551     I								т																		т
Salo, F       200183       Image: Salo, F       200862       Image: Salo, F       200862       Image: Salo, F       200862       Image: Salo, F       A/~       Image: Salo, F																										A
Sarren, E       200862       I																										
taubert, J       201196       T/*																										A
tolingsworth, R. 201200       amar, J       201236       A																										A
amagennayr, M       201226       A       A/M       A/M       A/A											T/~															A
angenmayr, M       301232       A       A/M       A/A       A																										
eidekker, G       200412       A       T       A       T       A	Lamar, J																									
Hain, D     201244     A     T/~     A     T/~     A </td <td>Langenmayr, M</td> <td>301232</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>A/M</td> <td></td> <td>A/~</td> <td></td> <td>A</td>	Langenmayr, M	301232							A/M		A/~															A
Norman, R       200374       A         Lathbun, R       200320       F       A         Cobergran, R       200867       F       F       A         Scordato, A       200175       T       A/A         Lathbun, A       20175       T       A/A         Scordato, A       20175       T       A/A         Scordato, A       20175       T       A/A         Student       D       M       T       W       T       F       M       T       W       T       F       M       T       W       T       F       M       T       W       T       F       M       T       W       T       F       M       T       W       T       F       M       T       W       T       F       M       T       W       T       F       M       T       W       T       F       M       T       W       T       F       M       T       W       T       F       M       T       W       T       F       M       T       W       T       F       M       T       W       T       F       M       T       W       T       F	Leidecker, G							Α																		
tathbun, R       200320       View F       T       View F	Main, D										T/∾															
tosengrant, R.       200867       20111       Image: Construction of the construction of	Nicely, R	200374						А																		
ichuite, C     201111     I     I     I     A/A       icordator, A     201275     I     I     A/A       icordator, A     201283     I     I     A/A       icordator, A     201283     I     I     I     A/A       icordator, A     201283     I     I     I     I     I     I     I       icordator, A     201283     I	Rathbun, R	200320							т																	т
ichuite, C     201111     I <td>Rosengrant, R</td> <td>200867</td> <td></td> <td>A</td>	Rosengrant, R	200867																								A
Vanderhorst, A     201283     V	Schulte, C																									
Vanderhorst, A     201283     V	Scordato, A	200175						т	A/AE																	A
Week 6 Sep 18-Sep 22         Week 7 Sep 25-Sep 25         Week 7 Se																										Т
Student     ID     M     T     W     T     F     M     T     W     T     F     M     T     W     T     F       Abramovic, J     201314     V     T     F     M     T     W     T     F     M     T     W     T     F       Amarella, S     201327     V     V     V     A     V     V     T     F       Auras H     200587     V     V     V     A     V     V     V     T       Siggerts, F     200323     V     V     V     V     V     V     V     V       Siggerts, F     200357     V     V     V     V     V     V     V     V     V       Siggerts, F     200353     V     V     V     V     V     V     V     V     V       Sigler, F     200382     V     V     V     V     V     V     V     V     V       Sigler, J     201862     V     V     V     V     V     V     V     V     V       Sigler, J     201862     V     V     V     V     V     V     V     V     V																										
Abramovic, J 201314       A         Amarella, S       201317         Javman, E       201327         Javman, E       201327         Javman, E       201327         Javman, E       200587         Clark, T       200185         Jagerts, F       200957         Tohey, W       200551         Salo, F       200862         Haubert, J       20196         Jarren, E       200862         Haubert, J       20120																										
Annarella, S     201317     A       Jowman, E     201327     A       Jarris, H     200387     A       Jark, T     200185     B       Craig, B     200323     B       Sigperis, F     200551     B       Jalo, F     200382     B       Jarren, E     200862     B       Jaurent, J     201196     B       Joingsworth, R. 201200     T			м	т	W	т	F	M	т	W	т	F	M	т	W	т	F									
A         A           Jurris, H         200587         A           Clark, T         200185         A           Jarks, B         200323         F           Signerts, F         200957         T           Salo, F         200183         F           Sarren, E         200862         F           Jaubert, J         201196         F           Jolingsworth, R. 201200         T         F																										
Aurris, H         200587           Jark, T         200185           roig, B         200323           Segerts, F         200957           T           Jalok, F         200183           Galok, F         200183           Garen, E         200862           Jaubert, J         201196           Jolingsworth, R. 201200         T	Annarella, S																									
Slark, T     200185       craig, B     200323       Sigperts, F     200957       T       Salo, F     200183       Salor, F     200183       Salor, F     200862       Haubert, J     201196       Jolingsworth, R. 201200     T	Bowman, E											A														
B         200323         T           Sgperts, F         200957         T           ahey, W         200551         I           alo, F         200862         I           aubert, J         20196         I           olongsworth, R. 201200         I         I           amar, J         201236         T	Burris, H																									
iggerts, F         200957         T           ahey, W         200551	Clark, T																									
ahey, W         200551           salo, F         200183           sarren, E         200862           laubert, J         201196           olingsworth, R.201200	Craig, B																									
ialo, F 200183 arren, E 200852 Haubert, J 201196 Jolingsworth, R.201200 amar, J 201236 T	Eggerts, F											Т														
Sarren, E 200862 Iaubert, J 201196 Jolingeworth, R 201200 amar, J 201236 T	Fahey, W	200551																								
Haubert, J 201196 Holingsworth, R 201200 amar, J 201236 T	Gallo, F	200183																								
tolingsworth, R 201200 amar, J 201236 T	Garren, E	200862																								
amar, J 201236 T	Haubert, J	201196																								
	Hollingsworth, I	R 201200																								
anoesmayr M 301232	Lamar, J	201236										т														
	Langenmayr, M	301232																								
eidecker, G 200412	Leidecker, G	200412																								
	Main, D	201244																								
	Nicely, R	200374										A														
	Rathbun, R																									
Rosengrant, R 200867																										
	Schulte, C											A														
	Scordato, A																									
anderhorst, A 201283																										

The teacher can produce an **Attendance Totals Report** that will display the total occurrences of each attendance code for his or her students.

Define a date range, then choose whether to restrict the report to a single student, or to generate the results for all students.

R	eturn	Attendand	e Totals by Code		
Every.	00/15/0007		Chudaatu	All Students	~
From:	08/15/2007		Student:	All Students	*
To:	08/15/2007		Teacher:	Alexander, S (8755) 🔽	
Period:	All 🐱			Show Report	

Click **Show Report**. The following report will be displayed:

		_	_			_	_
ID	Student	~	A	AE	AU	М	т
201314	Abramovic, John M.		3				
201317	Annarella, Sergio M.		1				
201327	Bowman, Everett D.		3	1			2
200587	Burris, Harriett I.					1	1
200185	Clark, Thomas N.		3				1
200323	Craig, Benson A.		1				3
200957	Eggerts, Fritz S.		1				4
200551	Fahey, William N.						1
200183	Gallo, Frank A.	1	1				1
200862	Garren, Ellis B.	1	1				
201196	Haubert, John M.	1	2				
201200	Holingsworth, Robert I.		2		1		
201236	Lamar, James M.		1				2
301232	Langenmayr, M S.	1	2			1	
200412	Leidecker, George R.		1				
201244	Main, Donald L.	1	1				1
200374	Nicely, Robert F.		3				
200320	Rathbun, Robert D.		1				3
200867	Rosengrant, Richard A.		1				
201111	Schulte, Charles J.		1			1	
200175	Scordato, Angelo M.		2	1			1
201283	Vanderhorst, Alice A.		1				2
	Code	~	Α	AE	AU	М	т
	Totals	5	32	2	1	3	22
	ce Codes:						
Code	Description						
Α	Absent						
т	Tardy						
AE	Excused Absence						
AU	Unexcused Abser	nce					
м	Medical						
R	Religious						

The " $\sim$ " represents instances where the teacher incorrectly recorded an attendance code for the student and the attendance clerk/secretary changed it to "Present."

Teachers also have the ability to generate a simple printable attendance roster that can be used to take attendance outside of the classroom, or generated for substitute teachers to use. Under the **Reports** heading, click **Class Roster**. When printed, the roster will appear as shown below:

Aper, Wilkam 201163       Image: Control of the second secon	Student	Code	Present	Α	Т	Please note: After you submit, chan
Code       Description         waunig, Emilia [201329       Image: Code       Description         waunig, Emilia [200708       Image: Code       Description         waunod [200585       Image: Code       Description         waudt, Marian [200366       Image: Code       Description         waudt, Marian [200366       Image: Code       A Absent         waudt, Marian [200366       Image: Code       AU         waudt, Marian [200366       Image: Code       AU         waudt, Marian [200366       Image: Code       AU         waughes, Noble [200857       Image: Code       M         walphes, Noble [200857       Image: Code       Attendance this cycle         walphes, Noble [200857       Image: Code       Image: Code         walphes, Noble [200857       Image: Code       Image: Code         walphes, Noble [200857       Image: Code       Image: Code         walphes, Nobel [200270       Image: Code       Image: Code         wassaro, Albert [301585       Image: Code       Image: Code         walphes, William [200665       Image: Code       Image: Code         walphes, William [200314       Image: Code       Image: Code         Image: Code       Image: Code       Image: Code       Image: Code	per, William 201163		۲		0	can only be made by the attendan clerk!
A       Absent         A       Absent         T       Tardy         Absent       T         Absent       T         Tardy       Absent         A       Absent         Reports       Autendance this cycle         Attendance Totals       Class Roster         Absent	Boyle, Neil 201328		۲		0	Attendance Codes
Aryson, Wille[200708       Image: Constraint of the second o	kaunig, Emilia 201329		۲		0	
Auduent, Raymond/200585 <ul> <li>Auduent, Marian/200366</li> <li>Auduent, Marian/200366</li> <li>Autuent, Marian/200405</li> <li>Autuent, Marian/200405</li> <li>Autuent, Marian/200405</li> <li>Autuent, Marian/201231</li> <li>Autuent, Marian/201249</li> <li>Autuent, Miliam/200088</li> <li>Autuent, Miliam/200088</li> <li>Autuent, Miliam/200088</li> <li>Autuent, Miliam/200311</li> <li>Autuent, Marian/200580</li> <li>Autuent, Marian/200580</li> </ul>	Bryson, Willie 200708		۲		0	
Draudt, Marian 200365       Image: Color Color R       Religious         Harrington, Arthur [200405       Image: Color Color R       Religious         Hughes, Noble [200857       Image: Color Color R       Religious         Kullman, Ron [201231       Image: Color Color R       Attendance this cycle Attendance Totals Class Roster         Larson, Dorothy [201302       Image: Color	Caddell, Raymond 200585		۲		0	
Harrington, Arthur   200405 Hughes, Noble   200857 Kullman, Ron   201231 Larson, Dorothy   201302 Liess, Frederick   200270 Massaro, Albert   301585 McLain, Bobby   200714 Monski, William   201249 Raub, William   200665 Sanson, William   200665 Sanson, William   200665 Santiago, Carlos   200311 Yesultis, Thomas   200314 Zimmerman, Norman   200580 Total Students: 19	Draudt, Marian 200366		۲		0	
Attendance Totals         Kullman, Ron 201231       Image: Color of the state of t			۲		0	
Kulman, Ron 201231       Image: Class Roster         Larson, Dorothy 201302       Image: Class Roster         Liess, Frederick 200270       Image: Class Roster         Massaro, Albert 301585       Image: Class Roster         Massaro, Albert 301585       Image: Class Roster         McLain, Bobby 200714       Image: Class Roster         Monski, William 201249       Image: Class Roster         Raub, William 200685       Image: Class Roster         Sanson, William 200665       Image: Class Roster         Santiago, Carlos 200311       Image: Class Roster         Yesultis, Thomas 200314       Image: Class Roster         Zimmerman, Norman 200580       Image: Class Roster         Total Students: 19	Hughes, Noble 200857		۲		0	
Liess, Frederick]200270   Massaro, Albert]301585   McLain, Bobby]200714   Monski, William]201249   Raub, William]200088   Sanson, William]200665   Santiago, Carlos[200311   Yesultis, Thomas]200314   Immerman, Norman]200580   Total Students: 19	Kuliman, Ronj201231		۲		0	
Massaro, Albert 301585       Image: Constraint of the second	Larson, Dorothy 201302		۲		0	
McLain, Bobby 200714       Image: Construct on the second se	Liess, Frederick 200270		۲		0	
Monski, William 201249       Image: Constraint of the second	Massaro, Albert 301585		۲		0	
Raub, William 200088   Sanson, William 200665   Santiago, Carlos 200311   Yesultis, Thomas 200314   Thomas 200314   Total Students: 19	McLain, Bobby 200714				0	
Sanson, William 200665   Santiago, Carlos 200311  Santiago, Carlos 200311  Santiago, Carlos 200314  Thomas 200314  Thomas 200314  Total Students: 19	Monski, William 201249		۲		0	
Santiago, Carlos 200311 Yesultis, Thomas 200314 Zimmerman, Norman 200580 Total Students: 19	Raub, William 200088		۲		0	
Yesultis, Thomas 200314 Zimmerman, Norman 200580 Total Students: 19	Sanson, William 200665		۲		0	
Thomas 200314			۲		0	
Total Students: 19	Yesulitis, Thomas 200314		۲		0	
	Zimmerman,		۲		0	
	ote to attendance cle		Total Stu	ident	s: 19	
						~
						12
×						
ttendance Taken Byate Taken						

# **Seating Chart**

(updated 8/17/07)

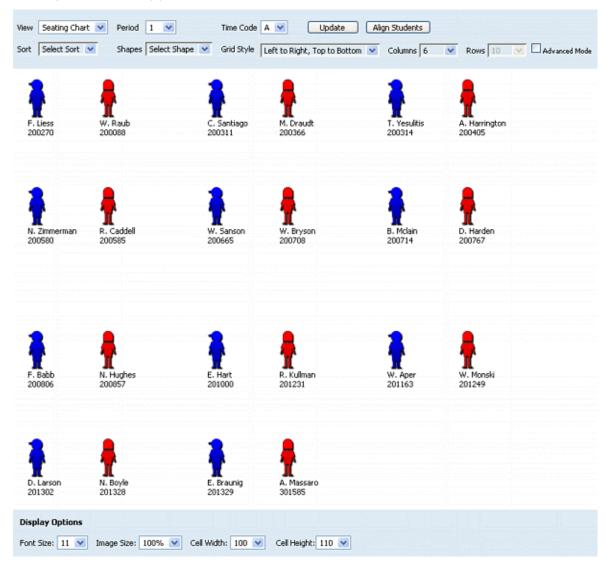
#### Overview

The GradeSpeed **Seating Chart** module allows teachers to construct custom seating charts for each class to simplify attendance-taking. The **Seating Chart** is designed to complement the GradeSpeed **Attendance** module, but the seating chart is also a very useful tool at schools that record student's attendance using another method.

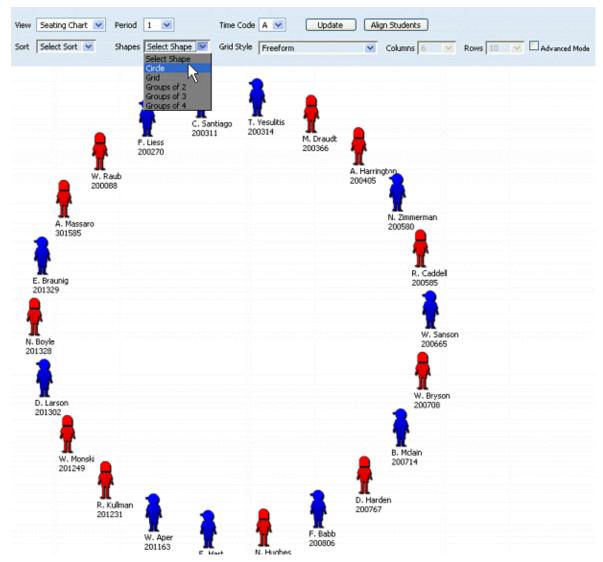
To access the seating chart, click the **Seating Chart** icon in the task bar at the top of any page.



The following screen will appear:



As shown above, student images will be displayed in a default grid layout. The teacher can use the drop-down lists to change the layout to match the classroom, grouping students by 2s, 3s, or even in a circular orientation.



If the teacher wishes to display different student information, he or she can customize the way the students' names and IDs are displayed using the **Display Student Fields** page within the **Teacher Profile**.

The gendered icons shown above may be replaced with actual student pictures - this is done at the district level.

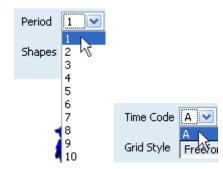
Double click on a student image to view that **student's profile**.

The following are simple instructions for using the seating chart:

1) Select Seating Chart from the View drop down menu.

View	Seating Chart 💌
	Seating Chart 📐
Sort	Attendance 🗏

2) Choose the correct **Period** and **Time Code**.



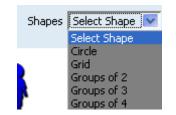
3) The Sort menu allows teachers to sort the Seating Chart by Last Name, First Name, Boy/Girl, Girl/Boy, Student ID or to randomly place students in the Seating Chart.

Sort	Select Sort 💌
	Select Sort 🔪
	Last Name 😽 🚽
	First Name
	Boy/Girl
	Girl/Boy
	Student ID
	Randomize

4) Select the number of columns positioned horizontally across the chart.



5) From the drop down menu in **Shapes**, select **circle**, **grid** (traditional seating method) or groups of 2,3, and 4, depending on the arrangement in the specific classroom.



6) **Grid Style** will allow the choice of **Freeform** or any combinations of left to right, right to left, top to bottom, and bottom to top. **Freeform** will allow the number of

rows to be selected for the Seating Chart. The other arrangements align the students based on the directions given.

Grid Style	Left to Right, Top to Bottom 🔽
	Freeform
	Left to Right, Top to Bottom 🔨 👘

7) Click **Advanced Mode** to display more options in the **Grid Style** drop down menu.

-	eft to Right, Top to Bottom 🔽	Columns 6	~	Rows 10	Advanced Mode
	eerorm ift to Right, Top to Bottom ift to Right, Bottom to Top ght to Left, Top to Bottom ght to Left, Bottom to Top op to Bottom, Left to Right op to Bottom, Right to Left ottom to Top, Left to Right ottom to Top, Right to Left		_		

- 8) Click the **Update** button to update the **Seating Chart**.
- 9) The Align Students button will align students to the Shape and Grid Style chosen.

There are also some **Display Options** at the bottom of the page to help make reading the seating chart easier.

Display Options					
Font Size: 11 💌	Image Size:	100% 💌	Cell Width:	100 💌	Cell Height: 110 💌

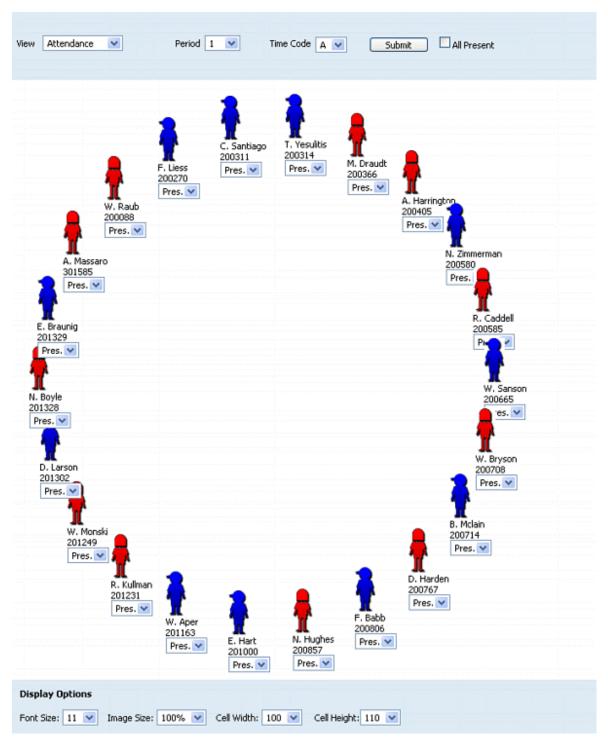
Using the 4 drop-down boxes, select the desired font size, the image size of the little boy/girl placeholders, and the cell width/height.

#### Taking attendance with the Seating Chart

To take attendance with the **Seating Chart**, select "Attendance" from the **View** drop-down list.

View	Seating Chart 💌
Sort	Seating Chart Attendance

The following page will appear:



Select the appropriate **Period** and **Time Code**. Then use the drop-down box beneath each student to indicate the appropriate attendance code. When finished, click **Submit.** The class can be marked "All Present" using the checkbox in the upper right-hand corner of the page.

Note that the student arrangements (sorting, shapes, grid style, etc.) cannot be changed while in the attendance mode.

The same **Display Options** as on the **Seating Chart** page can be found at the bottom of the **Attendance** page.

Display Options						
Font Size: 11 💌	Image Size:	100%	¥	Cell Width:	100 💌	Cell Height: 110 💌

Using the 4 drop-down boxes, select the desired font size, the image size of the little boy/girl placeholders, and the cell width/height.

# Students

## **Student List**

(updated 8/15/07)

The **Student List** page allows the teacher to manage and track student information and grades. What's more, with the **Custom Fields** features, teachers can track and store custom information that they specify. To access the **Student List** page, click on the **Student List** link on left side of the **main gradebook page**.



The following page will appear:

and a Shand "		(*)	🗾 📝	! 🗟			👷 💽	1 📎	
radeSpeed	Categories	Assignments	Grades Progre Repor		ts Cumulative Grades	Attendance Seat	ting Chart Veri Gradel		
<b>•</b>	Class: HR W	KHABIT GR 3 (70	03/1) Pd 1	*	Update				
🕜 Help					Students				
ID: 7003	ID	Last	First	Grade	Birth Date				
Section:1	200088	Raub	William	03	02/08/1997	[Profile]	[Grades]	[Schedule]	
Period: 1	200270	Liess	Frederick	03	06/10/1997	[Profile]	[Grades]	[Schedule]	
	200311	Santiago	Carlos	03	01/22/1997	[Profile]	[Grades]	[Schedule]	
	200314	Yesulitis	Thomas	03	06/20/1997	[Profile]	[Grades]	[Schedule]	
Teacher: Alexander, S	200366	Draudt	Marian	03	06/22/1996	[Profile]	[Grades]	[Schedule]	
Alexander, 5	200405	Harrington	Arthur	03	02/07/1997	[Profile]	[Grades]	[Schedule]	
School:	200580	Zimmerman	Norman	03	03/12/1997	[Profile]	[Grades]	[Schedule]	
1st Elementary School	200585	Caddell	Raymond	03	08/07/1997	[Profile]	[Grades]	[Schedule]	
School	200665	Sanson	William	03	10/08/1996	[Profile]	[Grades]	[Schedule]	
Columns	200708	Bryson	Willie	03	10/22/1996	[Profile]	[Grades]	[Schedule]	
Refresh	200714	McLain	Bobby	03	04/08/1997	[Profile]	[Grades]	[Schedule]	
Permission Slip	200767	Harden	Dorothy	03	10/24/1996	[Profile]	[Grades]	[Schedule]	
Progress Rpt	200806	Babb	Franklin	03	12/07/1995	[Profile]	[Grades]	[Schedule]	
signed?	200857	Hughes	Noble	03	11/03/1996	[Profile]	[Grades]	[Schedule]	
Textbook	201000	Hart	Edwin	03	08/30/1995	[Profile]	[Grades]	[Schedule]	
Number	201163	Aper	William	03	03/13/1997	[Profile]	[Grader]	[Schedule]	

In the default configuration, the student ID, first and last name, grade level, and birth date will be displayed on the page. To edit a **student's profile**, click **Edit** next to the appropriate student. To view the **student's grades**, click **Grade** next to the appropriate student.

The **Student List** page can also be used to display data contained in **Custom Fields**. **Custom Fields** are customizable data fields that can be used to store various information. These fields can be used to track permission slip signatures, textbook numbers, or anything else that may need to be tracked. See the **Custom Fields** section for a detailed walkthrough for setting them up.

To display Custom Fields in the student list and open them up for editing, check the box next to the field name in the column on the far left side of the page.

[	Columns Refresh
P	ermission Slip
P	rogress Rpt
Signe	d?
🗹 Т	extbook
Numb	er

#### Click **Refresh** to display these fields on the student list.

						Studen	ts		
ID	Last	First	Grade	Birth Date				Progress Rpt Signed?	Textbook Number
200088	Raub	William	03	02/08/1997	[Profile]	[Grades]	[Schedule]	Yes 💙	
200270	Liess	Frederick	03	06/10/1997	[Profile]	[Grades]	[Schedule]	Yes 💙	
200311	Santiago	Carlos	03	01/22/1997	[Profile]	[Grades]	[Schedule]	Yes 💙	
200314	Yesulitis	Thomas	03	06/20/1997	[Profile]	[Grades]	[Schedule]	Yes 💙	
200366	Draudt	Marian	03	06/22/1996	[Profile]	[Grades]	[Schedule]	Yes 💙	
200405	Harrington	Arthur	03	02/07/1997	[Profile]	[Grades]	[Schedule]	Yes 🔽	
200580	Zimmerman	Norman	03	03/12/1997	[Profile]	[Grades]	[Schedule]	Yes 💙	
200585	Caddell	Raymond	03	08/07/1997	[Profile]	[Grades]	[Schedule]	Yes 🛩	
200665	Sanson	William	03	10/08/1996	[Profile]	[Grades]	[Schedule]	Yes 💙	
200708	Bryson	Willie	03	10/22/1996	[Profile]	[Grades]	[Schedule]	Yes 💌	
200714	McLain	Bobby	03	04/08/1997	[Profile]	[Grades]	[Schedule]	Yes 💙	
200767	Harden	Dorothy	03	10/24/1996	[Profile]	[Grades]	[Schedule]	Yes 💙	
200806	Babb	Franklin	03	12/07/1995	[Profile]	[Grades]	[Schedule]	Yes 🛩	
200857	Hughes	Noble	03	11/03/1996	[Profile]	[Grades]	[Schedule]	Yes 💌	
201000	Hart	Edwin	03	08/30/1995	[Profile]	[Grades]	[Schedule]	Yes 💙	
201163	Aper	William	03	03/13/1997	[Profile]	[Grades]	[Schedule]	Yes 💌	
201231	Kuliman	Ron	03	03/06/1997	[Profile]	[Grades]	[Schedule]	Yes 💌	
201249	Monski	William	03	08/29/1996	[Profile]	[Grades]	[Schedule]	Yes 💙	
201302	Larson	Dorothy	03	07/22/1997	[Profile]	[Grades]	[Schedule]	Yes 💙	
201328	Boyle	Neil	03	03/23/1996	[Profile]	[Grades]	[Schedule]	Yes 💙	
201329	Braunig	Emilia	03	06/04/1997	[Profile]	[Grades]	[Schedule]	Yes 💙	
301585	Massaro	Albert	03	10/23/1996	[Profile]	[Grades]	[Schedule]	Yes 💙	

The teacher can now enter information in the appropriate format into these custom fields.

200088	Raub	William	03	02/08/1997	[Profile]	[Grades]	[Schedule]	Yes	~	15684
200270	Liess	Frederick	03	06/10/1997	[Profile]	[Grades]	[Schedule]	No	*	98168
200311	Santiago	Carlos	03	01/22/1997	[Profile]	[Grades]	[Schedule]	Yes	*	48753

To save the information entered on this page, click the **Update** button at the top of the page. And as always, to return to the **main gradebook page**, click the **Grades** icon in the task bar at the top of the page.

**Note**: The **Update** and **Cancel** buttons are unavailable until modifications are made on the window.

## **Student Profile**

(updated 8/12/08)

To access a student's profile, click the student's name on the **main gradebook page**.

Babb, Franklin A
Boyle, Neil L
Braupio, Emilia I

The selected student's Student Profile will appear

			Update	Cancel	Schedule	Attendance	Notes
	Student	Profile					
Last	Aper	ID 201	.163		Characteristics	-	
First	William	Gender 🧿	Male O Female		3. Bilingual ). Dyslexic	•	
Parent Last	Taylor	Grade 03			G. Gifted/Talented G. Special Education		
Parent First	Francis	Sort Key.					
Address	14833 BELL ESTATES RD		ss Report in Spanis : Cards in Spanish	sh			
City	San Antonio						
State	ТХ						
Zip	12345						
Phone	1232897505						
Email							
Birthdate	Thursday, March 13, 1997						
Special Grading Behavior	Alternate grading scale None Percent added to average					_	
		Att	ached Documents				

No files attached.

Most of the information displayed in the **Student Profile** is pulled directly from the student management software. Only the **Email**, **Gender**, and **Sort Key** can be modified by the teacher.

A **Sort Key** can be entered to change the order in which the students appear in the gradebook. To set the sort order for all students, the teacher can simply enter a numerical sort key for each student (ex. "1" for the student who should appear first, "2" for the student who should appear second, etc.). By default, any students without a sort key entry will automatically be arranged in alphabetical order at the top of the list.

To indicate that a student's progress report or report card should print Spanish content where it is available, check the boxes marked "**Print Progress Report in Spanish**" and/or

"**Print Report Cards in Spanish.**" Keep in mind that GradeSpeed <u>does NOT translate</u> <u>English content</u> (assignment titles, category names, etc) into Spanish! These check boxes simply tell the system to use the Spanish version entered by the teacher when such a Spanish version is available.

Teachers can also use this page to add district-defined **Student Characteristics** to a student's profile. To add a characteristic, simply click on the characteristic name from the list.

Characteristics	
R. At-Risk	~
S. Special Education	
G. Gifted/Talented	
D. Dyslexic	
O. Difficulty getting along with others	

Use the Control or Shift key to select multiple characteristics.

Characteristics	
R. At-Risk	~
S. Special Education 5	_
G. Gifted/Talented	
D. Dyslexic	
O. Difficulty getting along with others	

To view the student's schedule, click the **Schedule** button on the top-right. The student's class schedule will pop up in a separate window, as shown below:

🚰 Student Schedule - Microsoft Internet Explorer 📃 🗖								
<u>Eile E</u> di	it <u>V</u> ie	ew F <u>a</u> vorites	<u>T</u> ools	<u>H</u> elp			<b>1</b>	
			Babh	), Franklin			~	
		Teacher	Dabe	Course	Period	Avg		
	8755	Alexander, S	7003	HR WKHABIT GR 3	1	83		
	2351	Wake, Ginger	1003R	READ GR 3 RESOU	2	94		
	2351	Wake, Ginger	2003R	WRIT/ORALGR3RES	3	72		
	6134	Ellis, Nancy	4003R	MATH GR 3 RESOU	5	94		
	9622	O'brien, Kelly	8003	MUSIC GR 3	8	100		
	1552	Sass, Nancy	9003	ART GR 3	9	89		
	4264	Rotzler, Karen	1103	PE GR 3	10	91		
							~	

To view the student's attendance records, click the **Attendance** button. This can be found right next to the Schedule button on the top-right. A list of the student's attendance records will pop up in a new window, as well as some basic student profile info, and an attendance code legend..

Profile			
Student Name	BABB, FRANKLIN (200806)		
Sex	M		
Birthday (Age)	12/7/1995 (11)		
Grade Level	03		
Address	500 S CHAFFEE RD		
РН	(123) 783-1498		
City State	San Antonio, TX		
Zip	12345		
Attenderer	Totals Year-to-date		
Allendance			
	scription		Total Count
Code De			Total Count
Code De	scription sent - ate breakfast		Total Count 1 1
Code De PBY Pre	scription sent - ate breakfast		Total Count 1 1
Code De PBY Pre T Tar	<b>scription</b> sent - ate breakfast dy		Total Count 1 1
Code De PBY Pre T Tar Attendance	<b>scription</b> sent - ate breakfast dy	Period	Total Count 1 1 Code
Code De PBY Pre	scription sent - ate breakfast dy details	Period 1	1

The **Notes** button allows teachers to send personal messages to parents directly through GradeSpeed at districts using the ParentConnection module. For customers who have not enabled ParentConnection, this feature can be used as a digital "notepad" for taking and storing notes on students. Click the **Notes** button to bring up the "Student Notes" control panel.

Close				Ape	r, William		New note
Date	Туре	2	From	То	Read	Note	
						No notes for this student!	
To cre	eate a nev	vnote,	click the <b>Nev</b>	w note	button.		
	Close				Aper, William		
	Date: 1/15/2	008	Type: Note	Y To: G	iuardian 💌		
	Note:						
					ОК	Cancel	
	Date	Туре	From	•	To Read	Note	

Use the "Date" field to enter the appropriate date of the message. The current date will be selected by default. However, you may select any date you wish for your records.

No notes for this student!

The "Type" field can be used by the teacher to flag the note as - "Note," "Discipline," "Response," or "Message." The "Response" type is automatically selected when responding to messages from parents. This flag is just for teacher reference. It has no effect on the note itself.

The "To" field is used to specify whether the note should be sent to the student's guardian or simply stored in the notes list below for future reference. Select "Guardian" if the note

should be sent to the student's guardian. Select the BLANK option to simply store the note below for personal records.

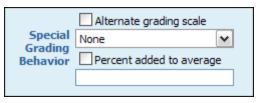
Enter the desired note in the "Note" field and click **Ok** to send it. Click **Cancel** to return to the student profile.

Any notes that are sent/received will appear in the notes list at the bottom of the page.

Date	Туре	From	То	Read	Note		
Jan-25 12:00 AM	Note		Guardian		William has really improved his behavior!	Edit	Delete
Jan-15 10:49 AM	Discipline		Guardian		William is having trouble staying on task. He received a time out today for excessive talking and horseplay.	Edit	Delete

To close the schedule, attendance, or notes window and return to the **Student Profile** screen, simply close the browser window containing the unneeded information.

To change the way a single student's grades are calculated, use the **Special Grading Behavior** section at the bottom of the profile.



To apply an alternate grading scale (for example, to change a student to "Pass/Fail" in an "A-F" class), simply check the "Alternate grading scale" box and select the correct scale from the drop-down list.

To "curve" a student's average up by a specific number of percentage points (for example to make sure that a student's average is always "5" points higher than the calculated average), check the "Percent added to average" box and enter the number of percentage points that should be added.

To view the Grades by Student page, click the Grades button at the bottom left.

To view instructions on how to transfer grades for students who have switched sections of a class, click **here**.

Click Update to save changes. Click Cancel to discard the changes.

**Note**: The **Update** and **Cancel** buttons are unavailable until modifications are made on the window.

## **Transfer Students**

Teachers can transfer students' grades from one section to another in their gradebook. Grades can only be transferred to a new section for a student if the scheduling change has already been made in the student management software.

When a student is dropped from a section, a  $\mathbf{D}$  will be displayed next to that student's name in the gradebook.

Sanson, William G	91.00	91
Yesulitis, Thomas D	79.00	79
Zimmerman, Norman J	80.00	80
(D)Kullman, Ron N	74.00	74
(D)Santiago, Carlos J	81.00	81

To transfer a student who has been dropped from one class into another class, click on the student's name to access the **Student Profile**.

	Studen	t Profile			
Last	(D)Kullman	ID	201231	]	Characteristics R. At-Risk
First	Ron	Gender	⊙ Male ○ Female		S. Special Education G. Gifted/Talented
Parent Last		Grade	03		D. Dyslexic O. Difficulty getting along with others
Parent First		Sort Key.			
Address		_	ess Report in Spanish rt Cards in Spanish		
City					
State					
Zip					
Phone					
Email					
Birthdate					
	Tran	isfer		L	

To transfer the student's grades to the new section, click the green **Transfer** button at the bottom of the profile page. **Note**: this button will only appear if the student has already been dropped from the old section. The following screen will appear:

Return	Transfer Student Grades	
Select the Class and	MathKG (2001/1) Period 2	~
Student to Transfer From:	(D)Banazir, Aragorn	*
Select the Class to transfer this students grades into:	Select Course	~

Using the first drop-down list, select the class that the student has been dropped from.

MathKG (2001/1) Period 2	~
MathKG (2001/1) Period 2	
SSKG (1001/1) Period 2	
ScienceKG (5001/1) Period 1	
MathKG (2001/2) Period 2	

Indicate the appropriate student in the next drop-down list.

(D)Banazir, Aragorn	~
Select Student (D)Brown, Janick	
(D)Banazir, Aragorn	

Next, indicate the class that the student is to be transferred to.

MathKG (2001/2) Period 2	*
Select Course	
MathKG (2001/2) Period 2	

The information will be displayed as shown below:

Return			Transfer Student Grades					
Select the Class and Student to Transfer From:		MathKG (20	001/1) F	~				
		(D)Banazir	, Aragor	m	Y			
Select the Clas this students		MathKG (20	001/2) F	Period 2	¥			
cris scodents	grades into.	-						
	From: MathKG (2001/1)				o: 1/2) Period 2			
	Assignment	Category	Grade	Assignment	Category	Grade		
	Assignment 1	Homework	95	Assignment 1	Homework	95		
	Assignment 2	Homework	84	Assignment 2	Homework	84		
			Tran	Isfer				

Click **Transfer** to save the changes and return to the gradebook. The student's grades will be transferred to the new section.

#### Walk-In Average

If a student moves from one section, taught by "teacher A," and is added to another section, taught by "teacher B," the student's average will transfer automatically to the new teacher's gradebook. This is called the "**Walk-In**" average and can be viewed on the **Grades by Students page**. To auto-fill the walk-in grade into every assignment that was given before the student's transfer date, the "Use as 'walk-in' average" link in the top-right corner.

Previous teacher:		Date added: Average from previous teacher			acher:							
LILLIBRIDGE, G. (430)		Jan-1 Use aŋ_walk-in" average			ge							
Category	Assigned	Due	Points Possible	Score	Original Grade	1st Retake	2nd Retake	Points Added	Override Grade	Late	Do not drop	

NOTE: All student transfers must have identical initial and destination course ID's.

# Categories

## Work with Categories

(Updated 7/2012)

### Overview

Assignment categories define the different assignment types that you may use in the class. For example, categories can be created for homework, quizzes, tests, or labs. When you create a category, you specify the weight of that particular assignment type's grade, as well as assignment drop criteria. For example, you can specify that quizzes are to be worth 25 percent of a student's overall grade, and the two lowest quiz grades should be dropped.

Some districts require teachers to use a select group of categories only. In this case, categories will be locked by the administrators, and teachers will be unable to modify or create categories. These categories appear shaded on the screen.

District administrators can also specify recommended categories that can be edited by teachers.

If categories are not set up by the district, teachers must define their own categories before creating assignments.

### Work with Categories

- 1. On the task bar, click **Categories**. The Categories window appears.
- 2. Select the correct **Class** from the pop-up menu.
- 3. The following table describes the fields on this window:

Field	Description
Category	Enter the name of the category.
Color	Use the pop-up menu to choose the color used in the gradebook to identify assignments within this category.
Weight	Enter the weight for the category.
	<b>Note</b> : If <b>Percent</b> weighting method is used, the sum of all category weights must be 100 percent.
	<b>Note</b> : If existing categories are deleted, adjust the remaining categories to equal 100 percent.
# to Drop	Enter how many low grades will be dropped from the category. The total number of grades to drop from all categories cannot exceed the value of the selection from the <b>Maximum grades to drop for</b>

Field	Description
	each student pop-up menu.
Delete	Select the checkbox next to an existing category to remove the category from the gradebook.
	<b>Note</b> : Deleting a category will also delete any assignments assigned to that category. Any category deleted from a class that is part of a group will be deleted from <b>all</b> classes in the same group.
Total	Displays the total weight calculation for all categories.
Hide Spanish Category Names	Select <b>No</b> from the pop-up menu to display the Spanish Category Names field. Select <b>Yes</b> to hide this field.
Maximum grades to drop for each student	Select the number of grades that can be dropped for each student in this category from the pop-up menu. This setting controls the total number of grades that will be dropped from all categories combined. For example, if this value is set to 0, then no grades will be dropped from any category, regardless of the value in the <b># to drop</b> field for each category. The total number of dropped grades from all categories together cannot exceed the <b>Maximum grades to</b> <b>drop for each student</b> . GradeSpeed searches each category and drops the lowest grades. These settings can be changed at any time, and GradeSpeed will automatically recalculate the grades to be dropped.
Make category properties identical for all classes in this group	Select <b>Yes</b> from the pop-up menu to make categories identical for all class sections in a group.
Method of weighting grades	Select the weighting method to be applied to all categories for the current section from the pop-up menu. When weighting grades by percent, the total weight
	of all categories must equal 100 percent.
Students Advantage	Select <b>Yes</b> if you want to use the Students Advantage method from the pop-up menu.
	The Students Advantage method drops the grades that, considering the total points and weight of the assignment, result in the highest possible average for the student. If this method is not used, grades will be dropped based solely on the raw points or percentage score. For example, if a student's average is 89, and his two lowest grades are a 70 in

Field	Description
	a category weighted at 10 percent and a 75 in a category weighted at 50 percent, the Students Advantage method would drop the 75 in order to cause the least reduction in the student's average.
Total Points Logic	Select <b>Yes</b> from the pop-up menu to use the raw scores for each assignment to calculate the average, rather than displaying each individual score as a percentage. For example, if a student gets 15 out of 20 questions correct on an assignment with 20 possible points, the teacher will enter a score of 15 for that student. The grade cell will display the 15, but the average will calculate the score as 75 percent.
Cancel	Click to disregard the selections.
SpellCheck	Click to spell check the content.
Delete All	Click to remove all categories and assignments for all classes in your gradebook for the current cycle.
	<b>Note</b> : A GradeSpeed administrator must enable this option.

4. Click **Update** to submit the selections. Click **Cancel** to disregard the selections.

**Note:** The **Update** and **Cancel** buttons are unavailable until modifications are made on the window.

# Assignments

### Overview

Create assignments that you can work with on the gradebook.

#### For help creating rubric assignments, click here.

**Note**: If the GradeSpeed administrator has created Semester Exam Assignments, they will automatically appear in the Assignments window.

### **Create a New Assignment**

- 1. On the task bar, click **Assignments**. The Assignments window appears.
- 2. Select the correct **Class** from the pop-up menu.
- 3. If this is the first assignment created for this class, process to the description table. If there are existing assignments for this class, click **Add New**.
- 4. The following table describes the fields on this window:

Field	Description
Assignment	Enter the name of the assignment.
Assigned/Due	Click the calendar icon to choose the date of the assignment, and the date the assignment is due.
Points Possible	Enter the total points possible for the assignment. If you use percent grading, use the default value of 100. If you use raw score or total points grading, enter a value that is consistent with the value of the
	assignment.
Multiplier	Enter a numeric value in the field to weight the particular assignment within the assignment category. The grade is calculated based on the total points times the multiplier value. For example, if a quiz should count for twice the value of all other assignments in the Quiz category, enter 2 in this field. If it should count only half as heavily as other assignments in the category, enter .5 in the field.
	If the "r;Quiz" category's weighting method is also set to "r;Multiple," the two multiples are multiplied together to calculate the total number of times a specific assignment will be counted. For example, if the "r;Quiz" category is weighed at 2 (grades count twice) and the Multiplier for a particular assignment is "r;3," then that assignment will be worth a total of 6 grades.

Field	Description	
	This field appears shaded if the administration has not enabled this functionality. It is also unavailable to teachers using Total Points Logic.	
Is Rubric	Select the checkbox to create a rubric assignment. For more information, see <b>Rubric Assignments</b> .	
Туре	Select the assignment type from the pop-up menu.	
Category	Select the category from the pop-up menu. Categories may be set by the district administration. They may or may not be available for editing by teachers. Selecting a category from this menu sets a specified grade weight, grade dropping criteria, and other options to the new assignment. For more information, see <b>Categories</b> .	
Description	Enter a description of the assignment.	
Reporting Category	Select a reporting category from the pop-up menu. These categories, if available, are set by the district administration. Select the reporting category specified by the district administration.	
Hide Spanish Assignment Name	Select <b>No</b> from the pop-up menu to display the Spanish Category Names field. Select <b>Yes</b> to hide this field.	
Default Grade	Enter a default grade for the assignment. This grade will be entered for the assignment for all students in the class.	
Also add this assignment to the following classes	To add this assignment to other courses within the pre-defined course group, select the checkbox next to the applicable course name. Select the <b>Course</b> checkbox to automatically select all courses within the group.	
Add File	<ul> <li>Click to add a file attachment to the assignment. The attached files are made available with ParentConnection if the district uses that module.</li> <li>Click Choose File or Browse to locate the file to upload.</li> <li>Click OK to attach the file to the assignment record.</li> </ul>	
Spell Check	Click to spell check the content.	

- 5. Click **Add** to submit the selections.
- 6. Click **Finished** to return to the gradebook.

### Edit an Assignment

- 1. On the task bar, click **Assignments**. The Assignments window appears.
- 2. Select the correct **Class** from the pop-up menu.
- 3. Select the All Assignments checkbox to view all assignments for the selected class.

**Note**: The All Assignments checkbox is disabled if there are more than 5,000 assignments for the class.

- 4. Click **Edit** next to the applicable assignment. Alternately, click on the assignment name hyperlink anywhere it displays on the gradebook. The Edit Assignment page appears.
- 5. Modify information in the fields provided. To delete the assignment, click **Delete**. Click **Cancel** to disregard changes.
- 6. Click **Update** to save changes. Click **Cancel** to discard the changes.

**Note**: The **Update** and **Cancel** buttons are unavailable until modifications are made on the window.

### **Auto-Fill Assignment Grades**

Auto-Fill allows you to automatically assign a specific grade for an assignment to every student meeting certain criteria. The Auto-Fill hyperlink appears on the Edit Assignment page.

- 1. On the task bar, click **Assignments**. The Assignments window appears.
- 2. Select the correct **Class** from the pop-up menu.
- 3. Click **Edit** next to the applicable assignment. Alternately, click on the assignment name hyperlink anywhere it displays on the gradebook. The Edit Assignment page appears.

Field	Description
Replace	Select the auto-fill criteria from the pop-up menu.
Grades with	Enter the value of the replacement grade in the field.
ок	Click to submit the selections. The Auto-Fill hyperlink re-appears.
Cancel	Click to disregard the selections.

4. Click the  $\ensuremath{\textbf{Auto-Fill}}$  hyperlink. The following auto-fill options appear:

### **Export Assignments**

- 1. On the task bar, click **Assignments**. The Assignments window appears.
- 2. Click **Export**. A confirmation dialog appears.
- 3. Click **OK**. A .csv file containing all assignments for the current classes downloads to your system.

### **Assignment Objectives**

If the GradeSpeed administrator has enabled Objectives, you can assign state standards or custom objectives to an assignment.

- 1. On the task bar, click **Assignments**. The Assignments window appears.
- 2. Select the correct **Class** from the pop-up menu.
- 3. Click **Edit** next to the applicable assignment. Alternately, click on the assignment name hyperlink anywhere it displays on the gradebook. The Assignment Maintenance page appears.
- 4. Click **Objectives**. The Assignment Objectives page appears.
- 5. Click **Add New** to add a new objective to the assignment. The Select a Subject popup menu appears.
- 6. Select the assignment subject area from the **Select a Subject** pop-up menu. The Select a Course pop-up menu appears.
- 7. Select the appropriate course from the **Select a Course** pop-up menu. The Select and Objective pop-up menu appears.
- 8. Select the student objective from the **Select an Objective** pop-up menu. Once the objective is selected, the individual student's expectations appear.
- 9. Select the checkbox next to the expectation for this assignment. Select multiple expectations if applicable.
- 10. Click **OK**. The Assignment Objectives page displays the selected expectations.
- 11. Repeat steps 5 through 10 to add more objectives.
- 12. When all objectives have been added to the assignment, click **Finished**. The Assignment Maintenance page appears. The Student Expectations area on the right side displays the selected data.
- 13. Click the **plus** (+) sign next to a standard to expand the selection and view objective information details. Continue to expand the selection until the objective information appears.
- 14. Click **Add** to save the assignment settings.
- 15. Click Finished to return to the gradebook.

## **Rubric Assignments**

(Updated 7/2012)

### **Create a Rubric Assignment**

- 1. On the task bar, click **Assignments**. The Assignments window appears.
- 2. Select the correct **Class** from the pop-up menu.
- 3. Click Add New. The Add Assignment window appears.
- 4. Select the **Is Rubric** checkbox. A Color pop-up menu appears.

- 5. Select a color to distinguish this rubric assignment from the **Color** pop-up menu. The color you select appears on the gradebook page.
- 6. Continue to define this assignment. For more information, see **Create a New Assignment**.
- 7. Click **Add**. The rubric is created, and the Create New Task pane appears on the right side of the window.

Field	Description	
Task Name	Enter the name of the rubric task.	
Assigned/Due	Click the calendar icons to select the assigned task and due dates for the task.	
Points Possible	Enter the total points possible for the rubric task.	
Default Grade	Enter a default grade for the rubric task.	
Category	Select the category from the pop-up menu.	
Description	Enter a description of the assignment.	
Criteria	Rubrics are based on scores of 1-4. Enter the criteria for each level in the corresponding fields provided.	

8. The following table describes the fields on this window:

- 9. Click Add Task. The task is added to the rubric assignment.
- 10. Repeat to define additional rubric tasks for the assignment.
- 11. Click **Update** to save the task and add it to the gradebook. Any assignments related to the rubric are distinguished by the colored title boxes. The Points Possible for the rubric assignment is automatically calculated. It is the sum of the possible points for all related rubric tasks.
- 12. You can now enter scores for the rubric tasks in the gradebook. For more information, see **Assignment Grades**.

### **District Rubrics**

If the administrator has created district-required rubrics to be used on assignments, you can add these tasks to an assignment.

- 1. Create a new rubric assignment, or modify an existing rubric assignment. For more information, see **Create a Rubric Assignment** or **Edit an Assignment**.
- 2. Click the **District Rubric** button. The Assignment Rubrics page appears.
- 3. Select the applicable options from the pop-up menus.
- 4. Select the applicable **Assigned** and **Due** dates.
- 5. Click **Finished**. The rubric assignment displays on the gradebook.

# Grades

## Work with Grades

(Updated 7/2012)

### Overview

There are three ways to enter grades with GradeSpeed. Grades can be entered **by student**, **by assignment**, or directly from the main gradebook page.

**Note**: Your system administrator can configure the gradebook to leave semester and overall averages blank if final exams, cycle averages, or semester exams are blank. Consult with your system administrator if you see blank spaces for semester or overall averages.

### **Grades Window**

- 1. Select the class from the class pop-up menu.
- 2. If the gradebook holds more than one page of assignments, navigation arrows will appear towards the top of the page. Use the navigation arrows to access each page.
- 3. Select the **All Assignments** checkbox to view all assignments on one page. You can scroll through the grades using the scroll bars on the bottom and right side of the page. Even when scrolling, important information such as the student names and assignment titles are always visible.
- 4. Select the Enter Moves Down checkbox to indicate that the Enter and Tab keys should move the cursor from one cell, down to the next lower cell in the column. Deselect the Enter Moves Down box to indicate that the Enter and Tab keys should move the cursor from one cell, right to the next cell in the row.
- 5. Select a grade field. The student and assignment title for that grade appears at the bottom of the page.
- 6. Select a display option from the **Avg Display Options** pop-up menu. You can choose between Numeric, Rounded, or Alpha display options.
- 7. To change a grade, select the grade field and use the keyboard to make changes. Note that the number of changes that have been made are tracked near the bottom of the screen in the **Changes since last update** field. You can enter a numeric score (such as 90, 87.5), alpha score (B, A+), or a special grade code. The default special grade codes are **Msg**, **Exc**, and **Inc**. A grade of **Inc** or **Exc** is calculated as a blank cell it will not affect the student's average. A grade of **Msg** will be calculated as a 0. In most cases, you can enter an **M**, **E**, or **I** in place of the three-letter code (the full **Exc** code should still be used if the class uses the **ESNU** grade conversion).
- 8. Click **Update** in order to save changes. Click **Cancel** to disregard the changes. Grade fields that have been updated will be highlighted in dark gray.

	100
80	50
90	95
90	82

**Note**: If you makes changes, but click one of the task bar icons (**Assignment**, **Report**, **Categories**, etc) before clicking **Update**, you will be prompted to save before leaving the main gradebook window.

# **Grades by Student**

(Updated 7/2012)

### Overview

GradeSpeed allows you to enter advanced grade modifications (retakes, add points, override grades) without losing track of the student's original grade. You can also record standards-based grades (if made available by district administrators) that are used to generate the GradeSpeed Custom Report Cards.

## Access the Grades by Student Window

- 1. On the task bar, click **Grades**. The Grades window appears.
- 2. Select the correct **Class** from the pop-up menu.
- 3. Click the  ${\bf Ave}$  hyperlink next to the applicable student. The Grades by Student window appears.

Student	Att	Avg		
	D	ue:		
		Points Possible		
Aper, William D	0-0	Z <u>in</u> 8Z		
Robb Ecophic A	0.0			

OR

- 1. Select the correct **Class** from the pop-up menu.
- 2. On the left pane, click the **Student List** hyperlink. The Student List window appears.



3. Click the **Grades** hyperlink. The Grades by Student window appears.

### Work with the Grades by Student Window

- Select the correct class from the Class pop-up menu.
- Select the applicable view of the window from the **View** pop-up menu. This window preserves the last view you select, meaning that the next time to access this window, the last view you selected appears.
- On the left pane, fields display the **Calculated Grades** and **Overridden Grades**. These fields are context-sensitive to the selection made from the View pop-up menu. You can enter assignment retakes, add points, or override grades on the **Grades by Student** window, and then click the button next to the **Cycle Avg** label. The button will then display a new grade. That grade is what the student's average could be if he or she earned the grade(s) that the teacher entered. For example, if a student took a test and reœived a grade of 46, you could enter a 75 in the 1st Retake column, click the Cycle Avg button, and display what his average could be if the student took the retake and only earned a 75. This feature is useful because it calculates the potential average a student could be earning, while never saving the new grade into the database.

### **Enter Grades by Student**

- 1. Select the class from the **Class** pop-up menu.
- 2. Select **Grades** from the **View** pop-up menu.
- 3. The following table describes the fields on this window:

Field	Description
Assignment	Displays the name of the assignment.
Category	Displays the assigned category for the assignment.
Assigned	Displays the assigned date for the assignment.
Due	Displays the due date for the assignment.
Points Possible	Displays the points possible for the assignment.
Score	Displays the assignment score.
Original Grade	Displays the original grade recorded for the assignment.
1st Retake	Enter the retake grade, if the student was allowed to retake the assignment. Click <b>Update</b> to view the retake grade in the Score field.
2nd Retake	Enter the second retake grade, if the student was allowed a second retake of the assignment. You can choose whether the retake grades are averaged together, or the last retake takes precedence, or the highest grade of the three (original, 1st retake, and 2nd retake) takes precedence. The Retake Behavior

Field	Description
	is specified in the <b>Teacher Profile</b> .
Points Added	Enter a numeric value that will be added to the score.
	If the second retake grade is not high enough, you can choose to add points using the <b>Points Added</b> field. Any numeric value entered into this field is added to the score.
Override Grade	Enter a numeric value for the override grade. This value takes preœdenœ over all retake and original grade values.
Late	Select the checkbox to mark the assignment late.
Do not drop	Select the checkbox to include this score in the average, even if it is the lowest score that would normally be dropped from the calculation.
Note	Enter a note for the assignment grade.
Print Note	Select the checkbox to include the note on printed progress reports.

4. Click **Update** to save changes. Click **Cancel** to discard the changes.

**Note:** The **Update** and **Cancel** buttons are unavailable until modifications are made on the window.

### **Modify Report Card Entries**

Schools that use the GradeSpeed Custom Report Card module may choose to set up special standards-based grades, especially for elementary students.

- 1. Select the class from the **Class** pop-up menu.
- 2. Select Report Card Entries from the View pop-up menu.
- 3. Enter the appropriate scores for each standard listed. Use the arrow keys or the mouse to navigate to different fields. Use the **Allowed Values** to score each standard. These are set by the district administration.
- 4. Click **Update** to save changes. Click **Cancel** to discard the changes.

**Note**: The **Update** and **Cancel** buttons are unavailable until modifications are made on the window.

### **Enter Report Card Comments**

The Custom Report Card module also provides schools the option of allowing teachers to enter student-specific comments for each grading period.

1. Select the class from the **Class** pop-up menu.

- 2. Select **Report Card Comments** from the **View** pop-up menu.
- 3. Enter the comment in the corresponding grading period or cycle field provided.
- 4. Click **Spell Check** to verify the spelling in the comment.
- 5. Click **Update** to save changes. Click **Cancel** to discard the changes.

**Note**: The **Update** and **Cancel** buttons are unavailable until modifications are made on the window.

### Grade by Names/Identifies

At lower grade levels, occasionally standards are recorded in a Names/Identifies format. For example, students in Pre-K or Kindergarten may be scored on their ability to identify certain letters or numbers. This format allows the teacher to record whether or not a student has mastered a specific skill, and record the date of mastery.

- 1. Select the class from the **Class** pop-up menu.
- 2. Select Names/Identities from the View pop-up menu.
- 3. Enter the appropriate value in the **Score** field and record the **Date Identified**.
- 4. Click **Update** to save changes. Click **Cancel** to discard the changes.

**Note**: The **Update** and **Cancel** buttons are unavailable until modifications are made on the window.

### **IPR Information**

The district may set up the gradebook so that **IPR Entries, IPR Comments/Notes, and IPR Names/Identities** are recorded separately from the common entries. The IPR information can be entered the same way described previously for common entries.

## **Grades by Assignment**

(Updated 7/2012)

### Overview

The Grades by Assignment method of grading allows teachers to enter every student's grade in for a particular assignment. This differs from **Grades by Student** in that teachers see a list of all students and enter grades for one specific assignment. In Grades by Student, all existing assignment grades are viewable/editable, but only for one student at a time. Grades can also be entered directly onto the main gradebook page, viewable by clicking the Grades icon.

### Access the Grades by Assignment Window

- 1. On the task bar, click **Assignments**. The Assignments window appears.
- 2. Select the correct **Class** from the pop-up menu.
- 3. Click the **Grade** hyperlink next to the applicable assignment. The Grades by Assignment window appears.

Assignment	Category		
Homework Chapter 1	Homework.	[Edit]	[Grade]
Quiz Chapter 1	Quizzes	[Edit]	[Grade]
Test Chapter 1	Tests	[Edit]	[Grade]

- 1. OROn the task bar, click **Grades**. The Grades window appears.
- 2. Select the correct **Class** from the pop-up menu.
- 3. Click the applicable assignment name in the column headers near the top of the window. The Grades by Assignment window appears.

191	Moves Down			1105
r	Homework Chapter 2	Quiz Chapter 2	2	ł
	Aug-14	Aug-14	Aug-14	
	Aug-15	Aug-15	Aug-15	

### Work with the Grades by Assignment Window

- 1. On the left-hand side of the window, there is also a color-coded pie chart that displays a detailed breakdown of student grades.
- 2. Near the bottom of the window, the Class Average field displays the average grade for the assignment for the entire class. Select a display option for this field from the **Avg Display Options** pop-up menu.
- 3. Click the **Spell Check** button to review any text that has been entered and check for errors.

### **Enter Grades by Assignment**

- 1. Select the class from the **Class** pop-up menu.
- Select the assignment from the Assignment pop-up menu.
   Note: To edit existing assignments from the Grades by Assignment page, select the applicable assignment, then click the Edit link.
- 3. The following table describes the fields on this window:

Field	Description
Student	Student name displays.
Rank	Displays the student's class ranking for the graded assignment.
Score	Displays the student's score for the assignment.
Original Grade (1st Try)	Enter the original, earned grade for the assignment. Typically, you will not modify this grade after the initial grade entry, as this is the record of the first grade that the student received for the assignment.
Retake 1	Enter the retake grade, if the student was allowed to retake the assignment. Click <b>Update</b> to view the retake grade in the Score field.

Field	Description
Retake 2	Enter the second retake grade, if the student was allowed a second retake of the assignment. You can choose whether the retake grades are averaged together, or the last retake takes precedence, or the highest grade of the three (original, 1st retake, and 2nd retake) takes precedence. The Retake Behavior is specified in the <b>Teacher Profile</b> .
Points Added	Enter a numeric value that will be added to the score.
O ve rride	Enter a numeric value for the override grade. This value takes preœdenœ over all retake and original grade values.
Late	Select the checkbox to mark the assignment late.
Do not drop	Select the checkbox to include this score in the average, even if it is the lowest score that would normally be dropped from the calculation.
Note	Enter a note for the assignment grade.
Print Note	Select the checkbox to include the note on printed progress reports.
Modifications	Double-click to view a list of modification codes. Select the applicable code, and it appears in the field. Alternately, enter text in the field. The data entered is used for reporting purposes only.

4. Click **Update** to save changes. Click **Cancel** to discard the changes.

**Note**: The **Update** and **Cancel** buttons are unavailable until modifications are made on the window.

### **Import Assignment Grades**

If you use a CPS grade scanner, or a grade scanner that produces a text file, you can import these grades into GradeSpeed.

You can import grades if the text file uses the following generic format: "r;[studentID], [score]"

- 1. On the Grades by Assignment window, click **Import** on the left pane of the GradeSpeed window. The Import Grades dialog appears.
- 2. Select the file type from the **Type** pop-up menu.
- 3. Click Browse or Choose File to navigate to the file to be imported.
- 4. Click **Import Grades**. A confirmation dialog appears. Click **OK**. The imported grades display in the Original Grade field on the Grades by Assignment window. If there are

any invalid records when importing the file, no new grades will be imported. Verify that the source file is formatted correctly ("r;[studentID], [score]").

### **Rubric Grades**

(Updated 7/2012)

### Overview

Once you have created a rubric assignment, you can view the rubric grades.

### **View Rubric Assignment Grades**

- 1. On the task bar, click **Grades**. The Grades window appears.
- 2. Select the correct **Class** from the pop-up menu.
- 3. Click the value in the Avg column next to the student name. The Grades by Student window appears.
- 4. Select the applicable rubric from the **View** pop-up menu. The rubric task list appears. The criteria for each score for each rubric task displays. The total displays on the bottom right of the list.
- 5. Modify the scores as needed.
- 6. Click Update.

# Reports

(updated 8/16/07)

### Overview

GradeSpeed offers teachers a wide variety of helpful reports that can be generated and printed at any point during the school year.

To access the bulk of the GradeSpeed reports, click on the **Reports** icon in the task bar at the top of any page.



The main **Reports** control panel will appear. The use of all reports is pretty much the same. Select the report to be run from the list on the left, and then some **Report Options** will appear in the column to the right of the report list. Select the desired parameters for the report and click **Generate**.

Class: HR WKHABIT GR 3 (7003/1) Pd 1	Generate
Teacher Reports	Report Options
Grade List	Sorting
Category Averages Conduct / Comments Assignments Missing Assignments Class Roster Grade List (Paper Saver) Attendance Roster	Name Order  Print Student Name/ID  Name Only  ID Only  Name and ID  Print All Classes  Yes  Yes  No  Grade List Options  Print assignment name in column headers.  Print assignment names at the end of the report.  Print GradeLevel  Order by Grade Level
Administrative Reports Failure Report Honor Roll Report GradeSpeed Monitor	

## **Category Average Report**

(updated 8/15/07)

#### Overview

The **Category Averages** report pulls up a detailed list of all students in a particular period that is specified, and their individual grade averages - per assignment **Category**.

To pull up the **Category Averages** report, first click the **Report icon** in the task bar at the top of any page.

Select **Category Averages** from the list of reports on the left.

Teacher Reports		
Grade List		
Category Averages	N	
Conduct / Comments	K	
Assignments		
Missing Assignments		
Class Roster		
Grade List (Paper Saver)		
Attendance Roster		

Once the report is selected, some report options will appear in the center of the screen. There are some sorting options available in the drop-down list, as well as some print options.

Report Options	
Sorting	
Name Order	¥
Print Student Name/ID	
● Name Only	
O ID Only	
O Name and ID	
Print All Classes	
○ Yes	
⊙ No	

Set the parameters for the report, then click **Generate** to open the printable report in a new window. Use the browser's "Print" command to print the report.

Class:HR WKHABIT GR 3 Section: 1 Period: 1						
Student	Avg	Homework	Quizzes	Tests Projects		
Aper, William	91.13	97.5	87	90		
Babb, Franklin	83.13	90	81.5	80.5		
Boyle, Neil	88.88	87.5	91	88.5		
Braunig, Emilia	71.75	35	90	81		
Bryson, Willie	81.13	87.5	85	76		
Caddell, Raymond	83.75	92.5	67.5	87.5		
Draudt, Marian	76.63	77.5	69	80		
Harden, Dorothy	89.88	82.5	97	90		
Harrington, Arthur	79.88	77.5	96	73		
Hart, Edwin	86.13	97.5	95	76		
Husbos Noble	01 75	00	66	07		

### **Category Average Report**

Teacher: Alexander, S Class: HR WKHABIT GR 3 Section: 1 Period: 1

# Honor Roll Report

(added 8/17/07)

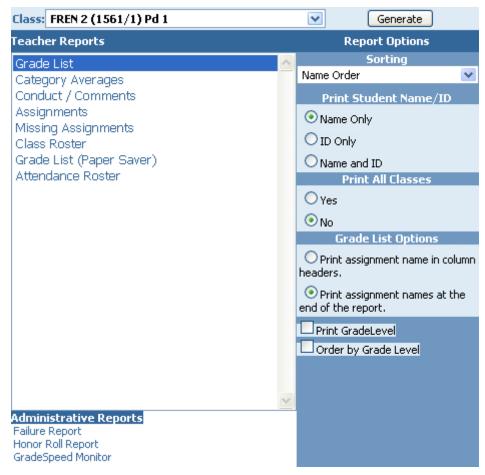
#### Overview

Teachers have several very useful reports available to them. The **Honor Roll Report** is useful because teachers can easily see every student they teach that is qualified to be on the honor roll. Not only that, but if the teacher is assigned to a particular **Activity Group**, they can also see if any of the students assigned to that activity are on the honor roll as well.

To access the **Honor Roll Report**, teachers must click the **Reports** icon.



The Teacher reports control panel will appear. All the report options appear on the left-hand side of the page.



Under Administrative Reports, click the Honor Roll Report link.

The **Honor Roll Report** control panel will appear. Teachers can only see honor roll reports for *their* students, as well as any students that are assigned to an **Activity Code** that the teacher is designated to oversee.

This is what the teacher Honor Roll Report control panel looks like:

Clos	e	Honor Roll Report		School Year:	2006-2007
	Teachers		Students		Grade Levels
	Clark, Rosemary 💌 🛛 OK		All	💌 🛛 ОК	) All 💌
			Activity Codes		
			GIRLS ATHLETICS	~	
<u>Filters</u>	O A / B With 0 🔽 'A'(s)	Exclude All 'A's	<u>Definitions</u> Hon, Roll A	Hon. Roll B	
	O By over all "A" Avg		90	80	
<u>Report</u> <u>Type</u>	Short ○Long	Ĺ	<u>ycles</u>		

Before attempting to generate the honor roll, users should first adjust the settings on the page so that the report contains the desired data.

First, set the grade definitions as determined by district policy; define what constitutes an "A" and a "B."

<b>Definitions</b>	
Hon. Roll A	Hon. Roll B
90	80

The **Grade Levels** drop-down list can be used to limit the results to honor roll students from a specific grade level. Similarly, the **Activity Codes** drop-down list can be used to limit the results to honor roll students from a specific activity code.

Grade Levels	
All. 🔽	
All	
09 K	Activity Codes
10	CIDI C ATHUETICS
11	GIRLS ATHLETICS
12	GIRLS ATHLETICS

Use the **Cycle** check boxes to indicate which cycles the honor roll should be generated for.



Users can choose whether to report an "A" honor roll, a "B" honor roll, or an "A/B" honor roll. If "A/B" is selected, the user must enter the number of "A's" that are required to qualify the student for the honor roll. For example, if the "A/B" check box is selected, and the drop-down list is set to "3," then a student with five B's and two A's would not be eligible for the honor roll.

	💿 A Only	Ов	Only
<u>Filters</u>	🔘 A / B With	0 🗸	'A'(s)
	O By over all	"A" Avg	

The **Honor Roll Report** can be generated for all students, or just for specific students. Again, teachers can only see the grades of students that they're authorized to - students in their classes or activity group <u>only</u>. Use the "Students" drop-down menu to select a particular student, or leave it set to "All."

Students	
All	~
All	~
AHERN, THOMAS	
AVERA, JUDITH	
BAKER, GEORGE	
BEINER, JOHN	-
BOCKES, ROBERT	
BROOKS, CARL	
CARTEE, KENNETH	
CARTER, CARY	
CASTRO JUAN	

The honor roll can be produced in two formats, short and long.



The "Short" honor roll report displays only student names, as shown below:

Save to Excel	
Student Name	Student Name
ALBANESE, ANGELA	ARMSTRONG, ROBERT
BRACKETT, NORMAN	BURGOYNE, W
COBB, RUPERT	COLLINS, DIANNE
CREAMER, RONALD	CRUSE, CLIFFORD
DOYLE, DOROTHY	ENGLISH, BOBBY
FARINAS, PEGGY	FERNANDEZ, DAMON
FLANAGAN, JAMES	FRYLING, ROGER
HAEN, EUGENE	HARDY, CARL
HOLCOMB, ELOPENCE	HODGAN SHETLA

The "Long" honor roll report shows much more detail. Each course's grade for each completed cycle is displayed, along with teacher names, course names, grade level, student and teacher ID's, as well as whether the student qualified for the "A" honor roll or the "B" honor roll.

	Save to Excel			12395	123955									
TeacherID	TeacherName	StudentID	StudentName	GradeLevel	CourseName	CourseID	Section	Period	C1	C2 C	3 C4	C5	C6	Hon.A
160	BYRD, DON,	629165094	ALBANESE, ANGELA	10	GEOM	1221	1	1			94			A
447	MARSHBURN, A.,			10	SPN 3	1531	3	5			91			A
335	HANKINS, ROGER,	645101857	ARMSTRONG, ROBERT	11	US HIST	1431	3	4		91	95			A
195	CHRISTENSEN, C.,	645106485	BARKER, ARTHUR	12	CHEM AP	1363	1	1		10	0			A
137	BRADLEY, ROSE,	400181	BRACKETT, NORMAN	09	BS COM PG 1 H	1705	1	1		10	0			A
103	ALCALA, SERGIO,	401261	BURGOYNE, W	09	SPN 1	1511	1	1	99	98	91			A
127	BRADIEV BOSE	400600	CARRONAEAU MAROLD	~~	DE COM DE 1 M	1705				11	0			

Once the report has been generated in the desired form, it can be printed using the browser's print command. It can also be saved to a Microsoft Excel file using the **Save to Excel** button that will appear once the report has been generated.

To return to the **Reports** menu, click the **Close** button.

## **Grade List Report**

(updated 8/16/07)

#### Overview

The **Grade List Report** pulls a comprehensive list of all students in a particular class, as well as their grades - per assignment, and per category. The students' averages are also displayed.

To access the **Grade List** report, first click the **Reports icon** in the task bar at the top of any page.



Select Grade List in the menu on the left side of the page.

Teacher Reports		
Grade List	N	
Category Averages	hg	
Conduct / Comments		
Assignments		
Missing Assignments		
Class Roster		
Grade List (Paper Saver)		
Attendance Roster		

Once **Grade List** has been selected from the report list on the left, some **Report Options** will appear in the center of the page. Use the **Sorting** drop down list to specify how the report should be sorted - by student name, ID, high grade, or low grade. There are several print options as well that can be toggled on and off.

Under **Grade List Options**, 1 of 2 options can be selected - 1) Assignment names can be printed directly into the column headers, or 2) All assignments will be given a number, and there will be a legend at the bottom of the report that explains which number stands for which assignment. Having assignment names in column headers makes it easier to find data, but it also clutters up the report.

**Print GradeLevel** will stick each student's grade level next to his or her name in the report. **Order by Grade Level** will sort the results by student grade levels.

Report Options
Sorting
Name Order 🗸 🗸 🗸
Print Student Name/ID
💿 Name Only
O ID Only
O Name and ID
Print All Classes
○ Yes
💿 No
Grade List Options
O Print assignment name in column headers.
<ul> <li>Print assignment names at the end of the report.</li> </ul>
Print GradeLevel
Order by Grade Level

Set the parameters for the report, then click **Generate** to open the printable report in a new window. Use the browser's "Print" command to print the report.

### **Grade List Report**

#### Teacher: Alexander, S School Year: 2006-2007 Cycle: 1 Class: HR WKHABIT GR 3 Section: 1 Period: 1

Categories Assignments Student	Avg	1	2 2	3 3	1 4	2 5	3 6	1 7	2 8	3 9	1 10
Aper, William	91.32	100	94	86	95	80	94				
Babb, Franklin	83.59	90	88	90	90	75	71				
Boyle, Neil	88.94	90	82	97	85	100	80				
Braunig, Emilia	70.12	70	88	64	Msg	92	98				
Bryson, Willie	82.03	75	76	72	100	94	80				
Caddell, Raymond	83.09	85	70	99	100	65	76				
Draudt, Marian	76.03	65	70	80	90	68	80				
Harden, Dorothy	89.85	90	94	90	75	100	90				
Harrington, Arthur	81.09	95	94	68	60	98	78				
Hart, Edwin	87.91	95	100	74	100	90	78				
Hughes, Noble	84.35	100	82	90	98	50	84				
Kullman, Ron	88.94	90	70	92	90	100	90				
Larson, Dorothy	86.47	85	54	95	90	100	90				
Liess, Frederick	84.71	80	82	70	95	95	90				
Massaro, Albert	89.41	98	82	80	100	97	85				
McLain, Bobby	79.12	70	88	86	70	100	64				
Monski, William	79.79	90	94	77	50	100	72				
Raub, William	93.53	90	100	90	100	80	100				
Sanson, William	87.35	85	76	95	98	62	100				
Santiago, Carlos	88.53	85	70	90	95	100	90				
Yesulitis, Thomas	91.79	90	88	88	100	90	95				
Zimmerman, Norman	82.21	75	94	64	90	90	86				
Class Avg.	85	86	83	84	85	88	85				

Also note there is a "**Paper Saver**" version of this report. This report compresses the information in order to fit all students onto one page, thus saving paper.

Teacher Reports		
Grade List		
Category Averages		
Conduct / Comments		
Assignments		
Missing Assignments		
Class Roster		
Grade List (Paper Saver)	N	
Attendance Roster	43	

### **Conduct/Comments Report**

(updated 11/8/06)

#### Overview

The **Conduct/Comments** report will display any comments and conduct codes that have been assigned to each student. The report also shows student averages.

To pull up the **Conduct/Comments** report, first click the **Report icon** in the task bar at the top of any page.

Select **Conduct/Comments** from the list of reports on the left side of the page.



Once the report has been selected from the list, some report options will appear in the center of the page. Using the **Sorting** drop-down menu, select how the report data should be sorted. There are also a couple of handy print options available.

Report Options	
Sorting	
Name Order	*
Print Student Name/ID	
⊙ Name Only	
O ID Only	
🔘 Name and ID	
Print All Classes	
○ Yes	
⊙ No	

Set the parameters for the report, then click **Generate** to open the printable report in a new window. Use the browser's "Print" command to print the report.

Teacher:Smith, Ben Class:HR WKHABIT GR 2	Section: 8	Period: 1					
Student	Avg.	Conduct	Comment 1	Comment 2	Comment 3	Comment 4	Comment 5
Abramavia Jaha	95.56						
Abramovic, John							
Annarella, Sergio	96.67						
Bowman, Everett	95.56						
Burris, Harriett	70						
Clark, Thomas	96.67		Α	D			
Craig, Benson	95.56						
Eggerts, Fritz	96.67						
Fahey, William	94.44						
Gallo, Frank	93.33		Α	В	С		
Garren, Ellis	95.56						
Haubert, John	97.78						
Hollingsworth, Robert	95.00						
Lamar, James	70						
Langenmayr, M	96.67						
Leidecker, George	95.56						
Main, Donald	95.56						
Nicely, Robert	95.00						
Rathbun, Robert	94.44		В				
Rosengrant, Richard	94.44						
Schulte, Charles	95.56						
Scordato, Angelo	96.67		А	В	С	D	
Vanderhorst, Alice	94.44						

### **Conduct And Comments Report**

## **Assignments Report**

(updated 8/15/07)

#### Overview

The **Assignments Report** will pull a detailed, easy-to-read list of all assignments within the gradebook.

To view the **Assignments Report**, first click the **Reports** icon at the top of any page.



Select **Assignments** from the list of possible teacher reports.



Next, select the desired parameters for the report using the **Report Options** in the center of the page. The report can be set to sort by date assigned, date due, and category by using the **Sorting** drop-down list.

Report Options	
Sorting	
Date Assigned	*
Print All Classes	
◯ Yes	
⊙ No	

Finally, click **Generate** to open the printable report in a new window. Use the browser's "Print" command to print the report.

### Assignment Report

Teacher: Alexander, S Class: HR WKHABIT GR 3 Section: 1 Period: 1

Assignment	Date Due	Assigned	Category
Homework Chapter 1	Aug-14	Aug-13	Homework
Quiz Chapter 1	Aug-14	Aug-13	Quizzes
Test Chapter 1	Aug-14	Aug-13	Tests
Homework Chapter 2	Aug-15	Aug-14	Homework
Homework Chapter 3	Aug-15	Aug-14	Homework

### **Missing Assignments Reports**

(updated 8/16/07)

#### Overview

The **Missing Assignments Report** compiles a list of all students with missing assignments, as well as detailed information regarding those assignments (original due date, assignment title, and assignment category).

Select Missing Assignments from the list of reports.



Once **Missing Assignments** has been clicked, some **Report Options** will appear in the middle of the page. There are some basic sorting and print options available. The report can also be set to include blank grades as missing assignments. Set the desired parameters for the report, then click **Generate**. The report will appear in a new browser window. The teacher can then print the report, if desired, by using the browser's print function.

Class:HR WKHABIT GR 2 Section: 8 Period: 1							
Student	Date Due	Assignment	Category				
Burris, Harriett	Sep-5	Chapter 1-3	Homework				
	Nov-3	Midland Classical Academy	Homework				
Haubert, John	Nov-3	Midland Classical Academy	Homework				
Lamar, James	Sep-6	Chapter 4-6	Homework				
Rosengrant, Richard	Sep-5	Chapter 1-3	Homework				
	Sep-6	Chapter 4-6	Homework				

#### **Missing Assignment Report**

### **Class Roster**

Teacher:Smith, Ben

(updated 8/15/07)

#### Overview

The **Class Roster** report pulls up a printable class roster grid that can be used to take attendance by hand, given to substitute teachers, or used for a variety of other helpful reasons.

To pull up the **Class Roster** report, first click the **Report icon** in the task bar at the top of any page.

Select **Class Roster** from the list of reports on the left side of the page.

Teacher Reports		
Grade List		
Category Averages		
Conduct / Comments		
Assignments		
Missing Assignments		
Class Roster	N	
Grade List (Paper Saver)	45	
Attendance Roster		

Once **Class Roster** is selected, some report options will appear in the center of the page.

The report can be sorted by student name or by student ID by using the **Sorting** drop-down menu. The amount of weeks for the report to display can be set using the **Weeks** drop-down menu.

Some handy print options are available as well.

Report Options					
Sorting					
Name Order	~				
Weeks					
3	*				
Print Student Name/ID					
💿 Name Only					
O ID Only					
◯ Name and ID					
Print All Classes					
○ Yes					
⊙ No					

Set the parameters for the report, then click **Generate** to open the printable report in a new window. Use the browser's "Print" command to print the report.

		Clas	s Ros	ter Re	eport					
Teacher:Alexander, S Class:HR WKHABIT GR	2 Cartion	1 Deriod	1							
Student		u We T		Mo Tu	We Th	Fr Mo	Tu	We	Th	Fr
Aper, William										
Babb, Franklin										
Boyle, Neil										
Braunig, Emilia										
Bryson, Willie										
Caddell, Raymond										
Draudt, Marian										
Harden, Dorothy										
Harrington, Arthur										
Hart, Edwin										
Hughes, Noble										
Kullman, Ron										
Larson, Dorothy										
Liess, Frederick										
Massaro, Albert										
McLain, Bobby										
Monski, William										

### **Attendance Roster Report**

(updated 8/16/07)

#### Overview

The **Attendance Roster Report** pulls up a list of every student in a particular class. The report can be generated blank, for manual attendance entry, or it can have all existing attendance records filled in.

To view the **Attendance Roster Report**, select **Attendance Roster** from the list of possible reports.

Teacher Reports	
Grade List	
Category Averages	
Conduct / Comments	
Assignments	
Missing Assignments	
Class Roster	
Grade List (Paper Saver)	
Attendance Roster	N
	K

There are several options to choose from when displaying this report. There are various sorting options, the period of the report can be selected, the time code, as well as several print options.

The **Attendance Roster Report** can be generated blank so it can be filled out by hand, or with all existing attendance data filled in. Toggle this data on and off with the **Print Detail** checkbox.

Report Options	
Sorting	
Course Section	~
Period	
1	~
Time Code	
A	*
🗹 Print Detail	
Print Student Name/ID	
💿 Name Only	
O ID Only	
◯ Name and ID	
Print All Classes	
◯ Yes	
⊙ No	

Set the parameters for the report, then click the **Generate** button to open the printable report in a new window. Use the browser's "Print" command to print the report.

		Week 1 Aug 06-Aug 10				Week 2 Aug 13-Aug 17			Week 3 Aug 20-Aug 24				Week 4 Aug 27-Aug 31				Week 5 Sep 03-Sep 07									
Course	Student	M	т	W	т	F	М	т	W	т	F	м	т	W	т	F	м	т	W	т	F	M	т	W	т	F
7003-1	Aper, W																									
	Babb, F																									
	Boyle, N																									
	Braunig, E																									
	Bryson, W																									
	Caddell, R																									
	Draudt, M																									
	Harden, D																									
	Harrington, A																									
	Hart, E																									
	Hughes, N																									
	Kulman, R																									
	Larson, D																									
	Liess, F																									
	Massaro, A																									
	McLain, B																									
	Monski, W																									
	Raub, W																									
	Sanson, W																									
	Santiago, C																									
	Yesulitis, T																									
	Zimmerman, N																									

# **Failure Report**

(updated 1/16/08)

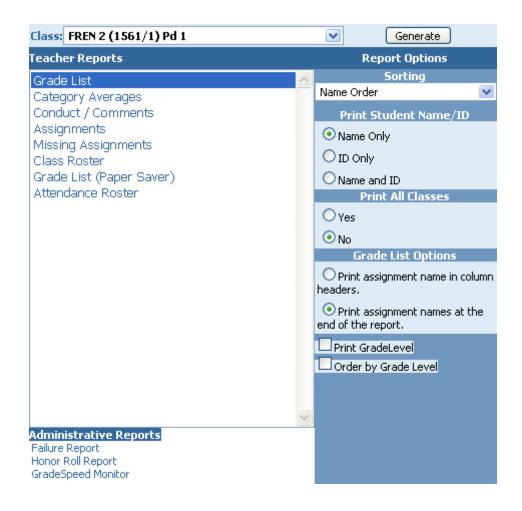
#### Overview

Teachers have several very useful reports available to them. The **Failure Report** is useful in particular because teachers can easily see every student they teach that is failing. Not only that, but if the teacher is assigned to a particular **Activity Group**, they can also see if any of the students assigned to that activity are failing as well.

To access the **Failure Report**, teachers must first click the **Reports** icon in the task bar at the top of any page.



The Teacher reports control panel will appear. All the report options appear on the left-hand side of the page.

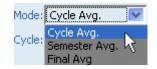


#### Under Administrative Reports, click the Failure Report link.

The **Failure Report** control panel will appear. Teachers will only be able to run failure reports for *their* students, as well as any students that are assigned to an **Activity Code** that the teacher is designated to oversee.

			Failure Repor	t	
Return		High	School	*	School Year: 2006-2007 💌
Mode: Cycle Avg.	~	O All courses for students taught by:	All		Activity: All
Cycle: 4 💌		• Only failing courses for Students taught by:		×	Grade Level: All 💌
					Select Grades
		Generate Repo	rt		Below O Above 70
				Report I	ncomplete Averages as zeros

The **Mode** drop-down box gives teachers the option to specify whether the report will pull a list of students with failing **cycle** averages, **semester** averages, or **final** averages.



Indicate the desired cycle using the **Cycle** drop-down list.



Teachers are only allowed to pull failure reports for students that they teach. That being the case, the "Taught By" drop-down box will always contain just the teacher's name. Use the radio buttons to indicate whether ALL courses for students taught by the teacher should be returned, or only failing courses.

O All courses for students taught by:	All	
• Only failing courses for Students taught by:		2

If the report is set to return "All courses for students," it will be easy to see if a student is failing a single class but doing well in all others. If the "Only failing courses" option is used, then the report be more concise and will give less context as to the student's performance in other classes.

Teachers may choose to run a report only for students who have been assigned a specific activity code that they have been designated to oversee. Select the activity code from the **Activity** drop-down list.

Activity: GIRLS ATHLETICS

In the case of the screen shot above, this particular teacher has only been assigned to the "Girls Athletics" activity code. So that is the only activity whose students she is designated to pull a failure report for. This does not apply to teachers who have not been assigned to a particular activity code.

The teacher choose to restrict the report to a specific grade level or to run the report for all grades.



The teacher can also choose whether to report on grades **Above** or **Below** a specified score. The administrator can then set that specified score in the field to the right.

Sele	ct Grades	70
<ul> <li>Below</li> </ul>	Above	70

To return to the **Reports** menu, click the **Close** button.

### **Progress Reports**

(updated 10/31/06)

#### Overview

GradeSpeed features advanced progress report options. Teachers can produce detailed progress reports for their students. Progress reports can also be generated at the campus level.

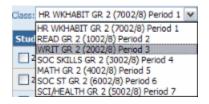
To generate a progress report, click the **Progress Reports** icon in the task bar on any page. The following page will appear:

	0	ptions			Select S	tudent	ts 💌			Prin	t All		
π Class:	HR W	/KHABIT GR 2 (7002/8)	Period	1 🕶				Upda	te Cancel	Spe	l Check	) Pr	rin
2 Stud	ent		Avg.	Con	nments		Citz	Camp	us / Distric	t Comm	ent Code	:5	
	00175	Scordato, Angelo 5,d,m	99					Code A	Description	hard			
		Gallo, Frank	97				F	B	Student works Student needs		arder		
								-	Student is a joy	y in class!			
2	00185	Clark, Thomas	99					D	Student has be		ues		
2	00320	Rathbun, Robert s,d,m	97						lish OSpanish mment Cod				
🗾 2	00323	Craig, Benson	98						Description	43			
2	00374	Nicely, Robert	98									_	
	00412	Leidecker, George	98									_	
-		Fahey, William	97					İ					
-													
2	00587	Burris, Harriett	70										
🗌 2	00862	Garren, Ellis	98									_	
2	00867	Rosengrant, Richard	97									-	
2	00957	Eggerts, Fritz	99										
	01111	Schulte, Charles	98										
_		Haubert, John	100										
2	01200	Hollingsworth, Robert	96										
2	01236	Lamar, James	70										
2	01244	Main, Donald	98										
2	01283	Vanderhorst, Alice	97										
	01314	Abramovic, John s.d	98										
	01317	Annarella, Sergio	99						ct Codes Description				
								ΕĒ	Excellent				
2	01327	Bowman, Everett	98						Satisfactory Needs Improven	nent			
3	01232	Langenmayr, M	99						Insatisfactory				

#### **Entering Progress Report Information**

The teacher can use this page to enter comment codes, conduct scores, and to produce a progress report for any or all of the students shown.

To view students from another class, select the appropriate course from the  $\ensuremath{\text{Class}}$  drop-down list.



The teacher can enter up to five district-defined comment codes per student per grading cycle.

Student	Avg.	Comments	Citz
200175 Scordato, Angelo 5,d,m	99	ABCD	E
200183 Gallo, Frank	97	ABC	Е
200185 Clark, Thomas	99	A D	S
200320 Rathbun, Robert s,d,m	97	В	U

After making entries on this page, click **Update** to save the codes entered for each student. To delete any comment/conduct codes entered for students displayed on the page, click **Clear**. Confirmation will be required before the codes will be removed.



Teachers can also define their own comment codes that will only be used within their gradebooks. To do this, choose a code (must be different from the district-defined comment codes) and then enter the desired description.

	omment Codes Description
а	A real papier-mache artist!
b	Let's work on hygiene
с	Keeps the mood light
d	Is a real trooper

#### **Progress Report Options**

Teachers can configure the progress reports further. Click the **Options** button at the top left corner of the page. The following window will pop up:

🖹 http://training.gradespeed.net - Options - Microsoft I 🖃 🗆 🔯								
Progress	s Report Options							
Grades	Elementary Print Options							
Assignment Detail	When a progress report is printed for a student also print							
Category Summary	<ul> <li>All classes for each student selected</li> </ul>							
Overall Average Only	OFailing classes for each student selected							
Misc.	O Print only what I have selected							
Show Math	Never print 2 students on the same page.							
Print Attendance Totals								
Print Averages as Alpha								
Print Signature Line								
Notes to be printed at the bott	om of progress reports of All students.							
Please call me at 999-999-9999 if you	u have any questions!							
	Students Failing Students							
(•) Eng	Jish 🔘 Spanish							
	OK Cancel Spell Check							
Done	Internet							

Under the **Grades** section, indicate the level of detail the progress reports should show - assignment level, category level, or overall averages only.

Under the **Miscella neous** section, indicate additional info that should be displayed on the progress report. The **Show Math** option displays the calculations used to generate the averages. The **Print attendance Totals** option will show the total occurrences of each attendance code. The **Print Averages as Alpha** controls whether the course averages are displayed as alpha or numeric values not only on the progress reports but also in **GSMonitor** (an administrator tool) and in ParentConnection. Finally, the **Print Signature Line** option will give parents the option of signing and returning the progress report.

Because they typically have each student for all or most homeroom classes, elementary teachers have some options not needed for secondary teachers. Elementary teachers can choose one of three print options:

All classes for each student selected - prints the student's full schedule, minus any classes taught by other teachers

**Failing classes for each student selected** - prints all classes that the student is currently failing, minus classes taught by other teachers

Only what I have selected - prints only the current class

If the progress report is being generated for print, the teacher can use the check box to choose to "Never print 2 students on the same page."

At the bottom of the **Options** window there are several note options. Teachers can enter English and Spanish versions of notes that will be printed on a student's report card in the language indicated on his or her **student profile**. To enter the English version of the notes, set the radio button to "English," and to enter the Spanish version of the notes, set the radio button to "Spanish."

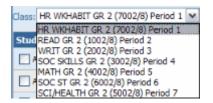
Three notes can be created; one for all students, one for passing students, and one for failing students. To create the note for all students, click the **All Students** button, then enter the appropriate note in the field above. Similarly, to create the **Passing Students** and **Failing Students** notes, click the appropriate button then enter the note in the field above.

Notes to be printed at the bottom of progress reports of All students.	
Please call me at 999-999-9999 if you have any questions!	~
	Y
All Students Passing Students Failing Students	

To save the options and return to the Progress Report page, click **OK**. To discard changes and return to the Progress Report page, click **Cancel**. To check spelling for the notes, click **Spell Check**. Note that only the note currently displayed will be checked for spelling - spell check all three notes separately.

#### **Printing Progress Reports**

Once the comment/conduct information has been entered and the options have been set properly, progress reports can be printed. First, ensure that the correct class is selected from the drop-down list.



Next, check the box next to each student who should receive a progress report during this printing.

Clark, Thomas	200185 02	97 A D	
Craig, Benson	200323 02	96	
Eggerts, Fritz	200957 02	97	
Fahey, William	200551 02	94	
Gallo, Frank	200183 02	93 A B	C

The teacher can also use the **Select Students** drop-down list at the top of the page to choose all students, passing students, failing students, or no students.



Once the correct students are checked off, choose the desired print option using the drop-down list at the top right corner of the page.

Print All	¥
Print All	
Email	
Print students w/o emai	1

To print all students' progress reports, select "Print All." A new window will open to show the progress reports, and if the workstation is connected to a printer, the print dialog will automatically open.

To email all students' progress reports, select "Email." This will send each student's progress report as an email attachment to the guardian email address of record in the GradeSpeed database.

The final option, "Print students w/o email" will email progress reports where an email address is available and print the rest.

Note: The Update and Cancel buttons are unavailable until modifications are made on the window.

# Discipline

## **Discipline Module**

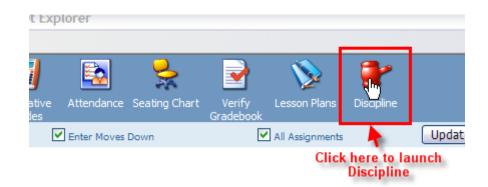
(updated 8/1/07)

GradeSpeed offers a **Discipline** module that allows teachers to record and submit discipline incident referrals. These referrals will automatically be sent directly to the appropriate administrator for action.

**Note**: this feature is optional - not all school districts will use the GradeSpeed **Discipline** module. If you do not see the **Discipline** icon on your gradebook toolbar, your district does not use this feature!

#### Launch Discipline

To access the discipline tools, teachers should click the **Discipline** icon on the gradebook toolbar.



#### **Discipline Referral**

This is the page you will see after clicking the **Discipline** icon:

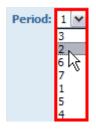
Return	Discipline	History Report 8/1/2007
Create Incident *All selected stude	nts will be associated with the same incident numb	er.
	Period: 1 💌	
Admin:Select V		
GradeLevel:Select 💌		
Student:Select		
	Time: 7:00 AM 💌	
	Location:Select 💌	
Comments on Incident:		
	ontact Contact Date Method Notes	

First, look at the small calendar icon at the top of the page. Note that today's date is automatically selected. If the incident didn't occur today and you need to change the date of occurrence, click the calendar and pick the correct date.



To minimize the calendar, simply click the little calendar icon again.

Next, use the **Period** drop-down list to indicate the period in which the incident occurred.



If you know which administrator should oversee this incident, you can select him/her from the **Discipline Admin** drop-down list.



Indicate the grade level of the student(s) involved using the **GradeLevel** drop-down list. This will filter the list of students in your **Students** drop-down list to include only students in the grade level you selected. If you don't pick a grade level, you will see every student from every grade when you click on the Student drop-down list.

GradeLevel:	Select 💌
	Select
	01
	02
	03
	04
	05
	06
	07
	08
	Q9
	43
	11
	12
	EE
	KG
	PK
	PK

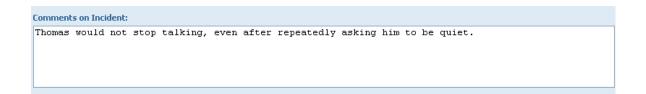
Next, select the student who was involved with the incident. Keep in mind that you can add another student to the incident report later.

Student:	Ahern, Thomas J. (201315)
	Select
	Abramovic, John M. (201314)
	Adolf, William E. (200396) 📃 🔤
	Ahern, Thomas J. (201315)
	Alberts, David R. (200086)
	Aldrich, William L. (200903)
	Alford, Donald J. (201156)
	Allen Edward M (200906)

Choose the **Time** that the incident occurred, and the **Location**.



You can also enter additional comments about this incident.



When you select the student who was involved with the incident by following the instructions above, the "Student," "Incident," "Action," "Parent Contacted," "Contact Date," "Contact Method," and "Contact Notes" fields towards the bottom of the page will populate. The district administrators set the Incident and Action codes that you can use to complete the form. This is done before the beginning of the school year.

Student Incident Action Con	rent Contact	Contact	Contact
	tacted Date	Method	Notes

Select the proper **Incident Code** from the "Incident" drop-down box.

Incident
00/-None-
00/-None-
Cheating On Classwork(T03)
Fighting(T02)
Persistent Talking In Class(T01)
Refuses To Participate In Class Activities(T04)

Next, select the appropriate **Action Code** for the action you wish to take against the student.

Action	Parent Contacted		
00/-None-	-Select-	*	
00/None			
641 Hour Detention After School			
63 1/2 Hour Detention After School			
01 Expul (Tec 37.007) W/Out Place In Other Edu Set Pe			
62 Office Referral			
65 Parent/Teacher Conference Request			

The **Parent Contacted** field is automatically populated with the parent/guardian contact info that we have on file for the student. Select the name of the person you contacted regarding the incident.



Next, enter the date that you contacted the student's parent/guardian in the  ${\bf Contact} \ {\bf Date}$  field.



Specify the method by which you contacted the student's parent/guardian and select it from the **Contact Method** drop-down menu.

Contact Method			
-Select-			
-Select-			
Phone			
Mailed Letter			
Home Visit			
In Person			
Left Voice Message			
Sent home with studen			
E-mailed			
Other-see comments			

Lastly, if there are any specific notes you took pertaining to your discussion with the student's parent/guardian, enter them in the **Contact Notes** field.

Contact Notes

#### **History Report**

In the gradebook's **Discipline** feature, there is a **History Report**. With this report, you can view all of your past discipline incidents.

To access the **History Report** from within the Discipline module, click the History Report icon in the top right corner of the screen.



This will pull up a record of all the past discipline entries on file for the year. This record has lots of helpful data: the name of the student involved, the incident number, the date the incident took place, a description of the incident itself, the action the teacher took against the student, and finally, any administrator action taken towards the student (if any).

Student	Incident Number	Incident Date	Incident	Teacher Action	Administrator Action
Abramovic, John (201314)	7	5/8/2007	R08	Office Referral	00
Abramovic, John (201314)	8	5/17/2007	R08	Office Referral	00
Ahern, Thomas (201315)	10	8/1/2007	Persistent talking in class	1 hour detention after school	00