Teacher User Guide

GradeSpeed

Contents

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.

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.
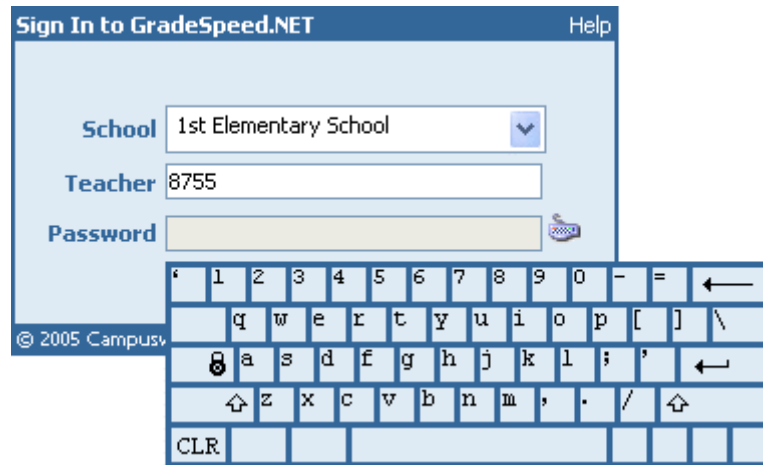
7. Click **Sign In**.

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**.

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 **Categories**.
Assignments	Displays a list of assignments and allows you to create new assignments. For more information, see **Assignments**.
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 **Progress Reports**.
Reports	Allows you to view and print reports. For more information, see **Reports**.
Cumulative Grades	Displays the student's cumulative averages by cycle. For more information, see **Cumulative Grades**.
Seating Chart	Displays the seating chart for the selected class. For more information, see **Seating Chart***.
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 **Discipline Module**. **Note**: 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. **Note**: 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 **Student List**.
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 **OK**.
Sign Out	Click to exit the gradebook**.** Pearson recommends that you exit the gradebook using the **Sign Out** button rather than simply closing the browser window. When you click **Sign Out**, 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:

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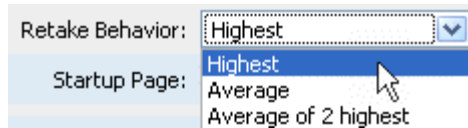
GradeSpeed allows teachers to record an original grade and two retake grades for each student's assignment. The **Retake Behavior** setting determines how these multiple grades should be considered in determining the student's score for that assignment.
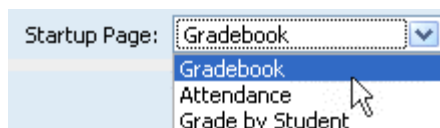
Highest - the highest of the three scores is used

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.

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.

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.

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**.

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.

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.

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

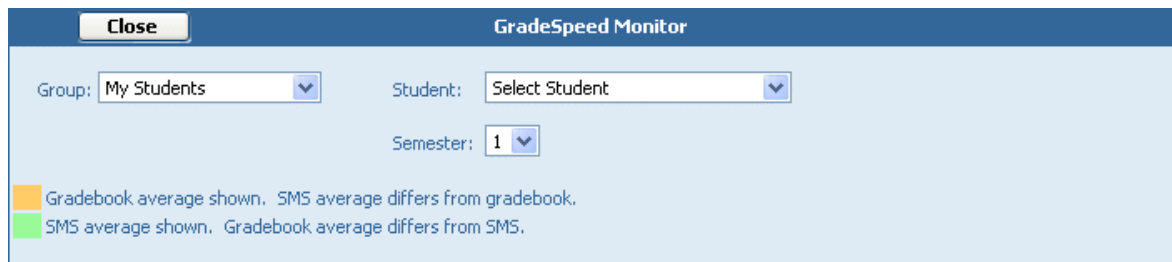(updated 8/16/07)

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.
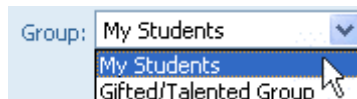
To access **GradeSpeed Monitor**, click the link found on the Reports page of the teacher's gradebook.
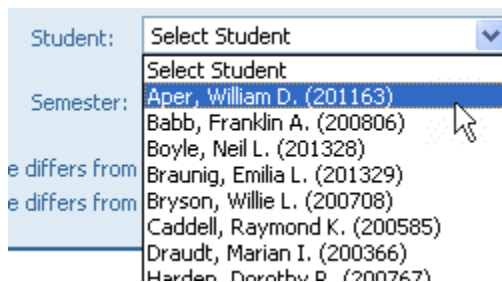
GradeSpeed Monitor will open in a new window.

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.

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

The following page will appear:

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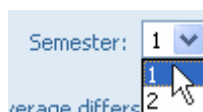
The semester average will be color coded as described on the page. This color-coding allows the user to distinguish between a semester average that is based on the grades contained in GradeSpeed and a semester average that has been posted back from the SMS. Since the SMS is the current record, it is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

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:

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

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 (,).

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.

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.

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:

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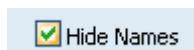
Click **Update** to save changes. Click **Cancel** to discard the changes.

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

Lesson Plans
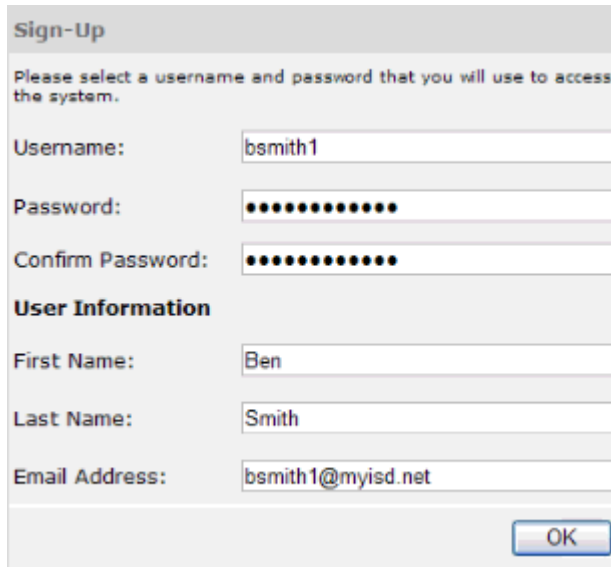
(updated 12/11/06)

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:
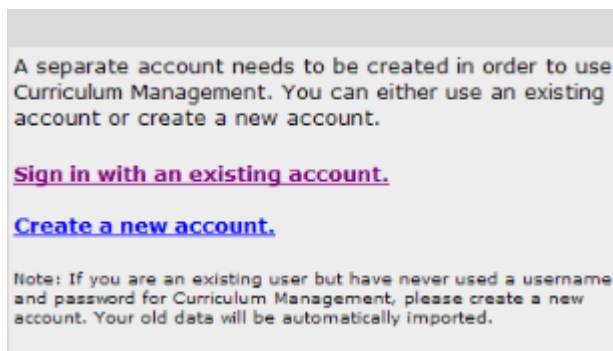
First-time users should **Create a new account**. This account is created separately from the GradeSpeed login to ensure that the teacher can access the lesson plans from one school year to another. Once created or accessed, The **Lesson Plans** account will automatically be tied to the gradebook account 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 **OK** to create the account.
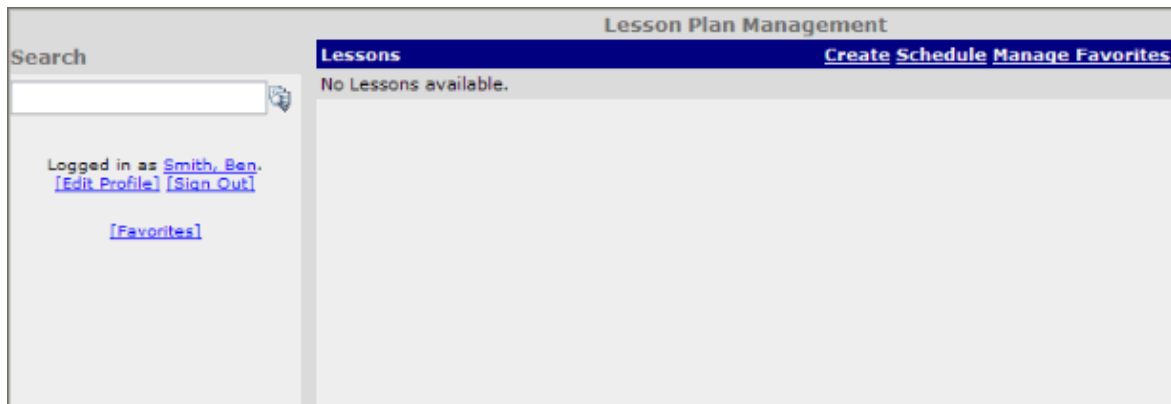
The teacher will then see the following page:

Lessons – this is a header only and below it will be the list of lessons created or copied by this teacher.
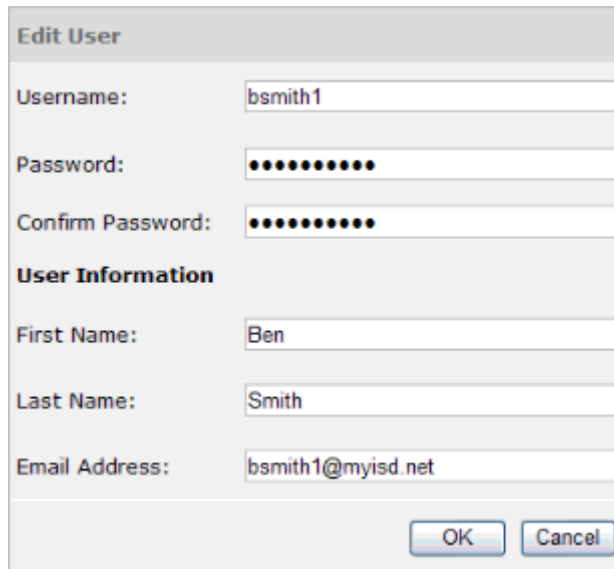
Create – this is the link for lesson plan creation.

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:

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 necessary information.

Lesson Info tab

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

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.

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.

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.

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:

Resources - Teachers would record any necessary resources, both material and non-material (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.

Once other teacher's lesson plans are located the teacher can view that lesson plan by clicking on the title.
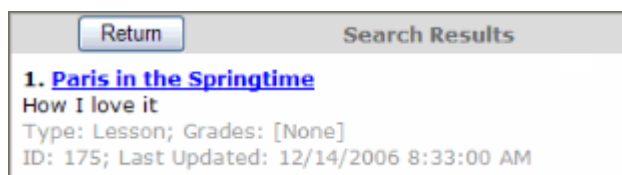
The following page will appear, displaying the "View" mode of the assignment:
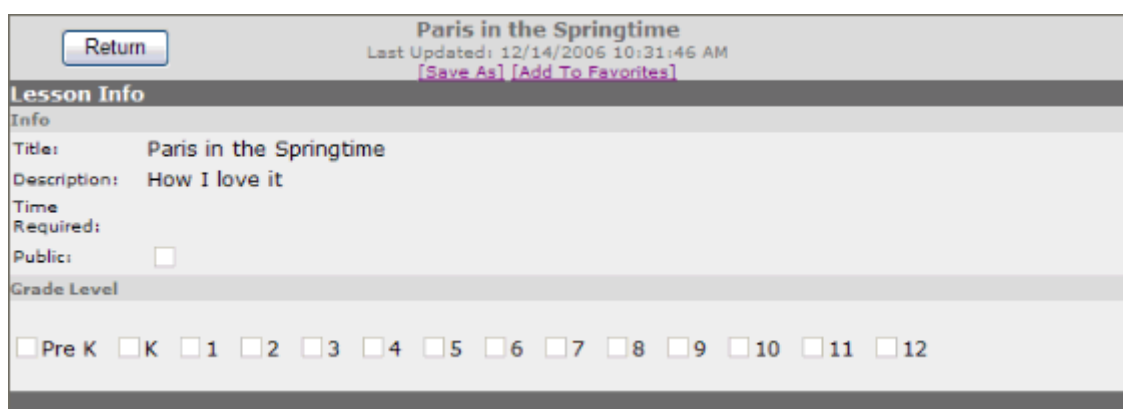
The teacher can now either save the lesson to his or her personal list, or can add the lesson as a "Favorite."

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:

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:

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.
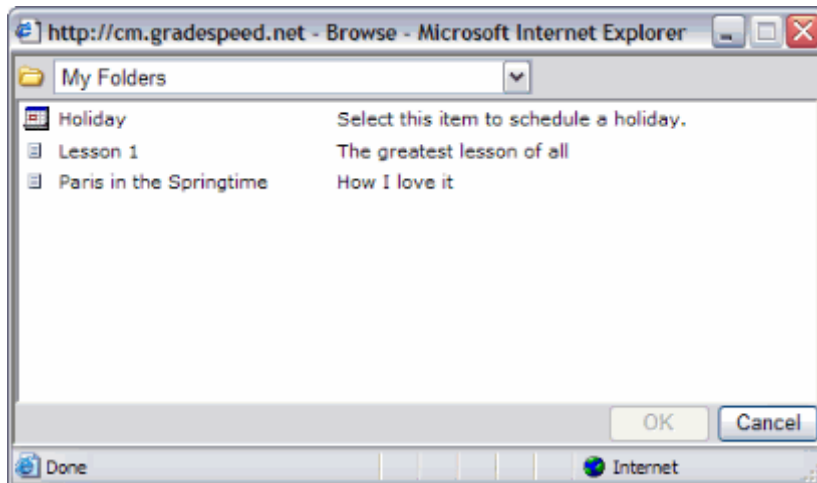
Click **OK** to schedule the lesson.

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.

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.

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. **Note**: 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. **Note**: 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:

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.

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

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 side of the page.

Attendance Codes	
Code	Description
A	Absent
T	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.

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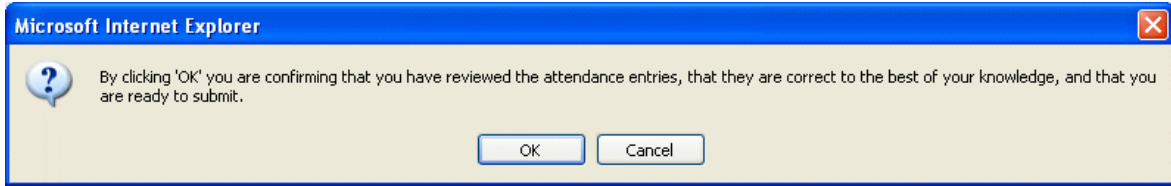
If the district has configured the attendance module to allow teachers to click **Submit** multiple times, then the submitted attendance codes will appear in the center column, but the radio buttons will remain unlocked and the **Submit** button will remain available.

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."

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	T	Clerk Note
Aper, William	A/M	○	○	○	Sick; have doctor's note
Babb, Franklin	Present/Present	◉	○	○	
Boyle, Neil	Present/Present	◉	○		
Braunig, Emilia	A/AE	○	○	○	Student out on band trip
Bryson, Willie	Present/Present	◉	○	○	
Caddell, Raymond	Present/Present	◉	○	○	
Draudt, Marian	A/AE	○	○	○	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.

1st Elementary School

Teacher: Smith, Ben

Student	ID	Week 1 Aug 14-Aug 18					Week 2 Aug 21-Aug 25					Week 3 Aug 28-Sep 01					Week 4 Sep 04-Sep 08					Week 5 Sep 11-Sep 15				
		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
Abramovic, J	201314																								A	
Annarella, S	201317																									
Bowman, E	201327						A	T																	A	
Burris, H	200587							T		/M																
Clark, T	200185							T																	A	A
Craig, B	200323			T																					T	A
Eggerts, F	200957																								A	T
Fahey, W	200551																									
Gallo, F	200183									A/~															A	T
Garren, E	200862									A/~															A	
Haubert, J	201196									T/~															A	
Hollingsworth, R	201200																									
Lamar, J	201236																									T
Langenmayr, M	301232							A/M		A/~															A	A
Leidecker, G	200412						A																			
Main, D	201244						A			T/~																T
Nicely, R	200374						A																			A
Rathbun, R	200320							T																T		
Rosengrant, R	200867																								A	
Schulte, C	201111																									
Scordato, A	200175						T	A/AE																	A	A
Vanderhorst, A	201283																							T		

Student	ID	Week 6 Sep 18-Sep 22					Week 7 Sep 25-Sep 29					Week 8 Oct 02-Oct 06				
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Abramovic, J	201314															
Annarella, S	201317															
Bowman, E	201327										A					
Burris, H	200587															
Clark, T	200185															
Craig, B	200323															
Eggerts, F	200957									T						
Fahey, W	200551															
Gallo, F	200183															
Garren, E	200862															
Haubert, J	201196															
Hollingsworth, R	201200															
Lamar, J	201236									T						
Langenmayr, M	301232															
Leidecker, G	200412															
Main, D	201244															
Nicely, R	200374									A						
Rathbun, R	200320															
Rosengrant, R	200867															
Schulte, C	201111									A						
Scordato, A	200175															
Vanderhorst, A	201283															

Attendance Codes

A	Absent	**AE**	Excused Absence	**AU**	Unexcused Absence
M	Medical	**R**	Religious	**T**	Tardy

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.

Attendance Totals by Code

[Return]

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	M	T
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	Hollingsworth, 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	**~**	**A**	**AE**	**AU**	**M**	**T**
	Totals	5	32	2	1	3	22

Attendance Codes:

Code	Description
A	Absent
T	Tardy
AE	Excused Absence
AU	Unexcused Absence
M	Medical
R	Religious

The "~" 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:

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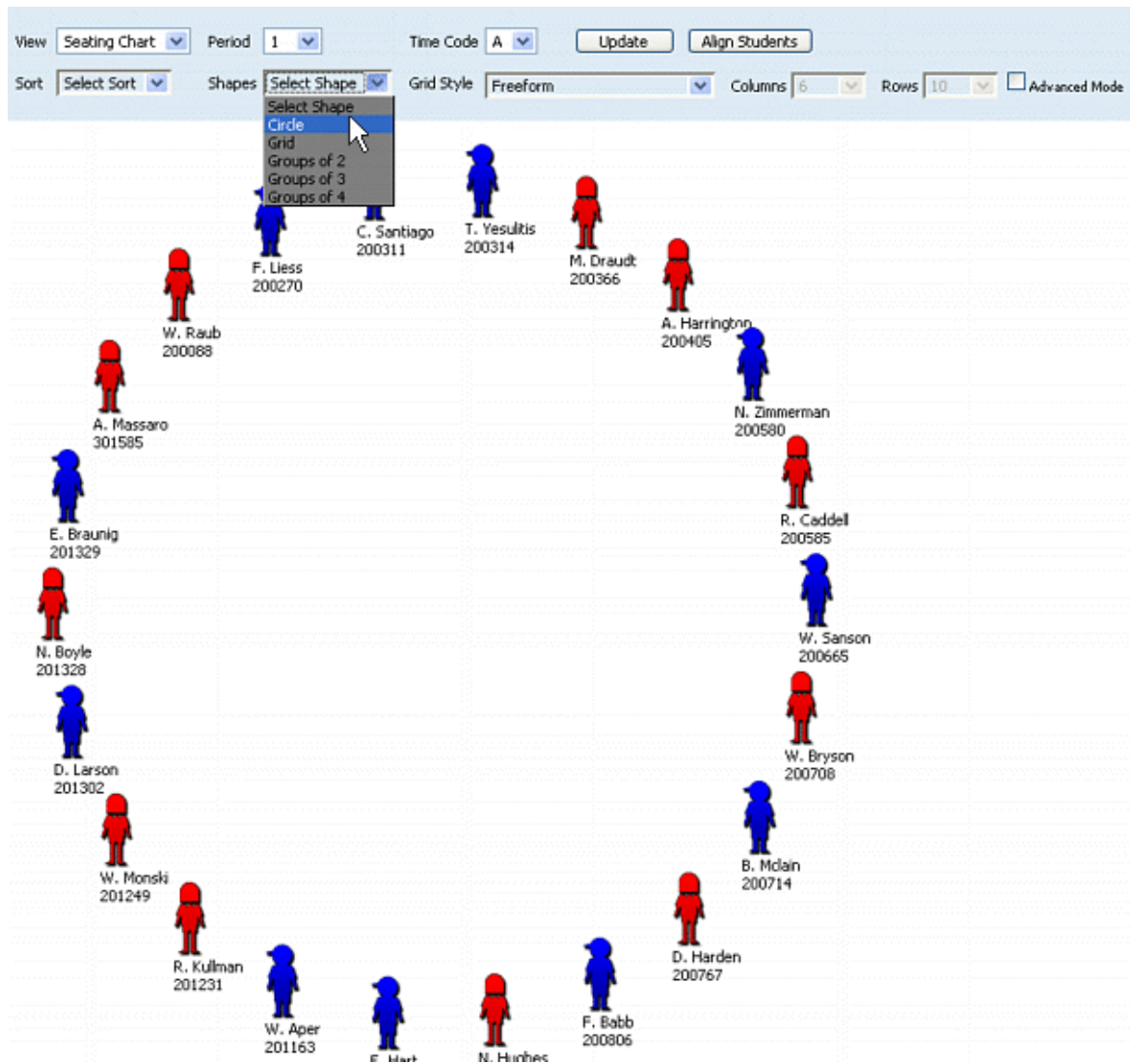
If the teacher wishes to display different student information, he or she can customize the way the students' names and IDs are displayed using the **Display Student Fields** page within the **Teacher Profile**.

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.
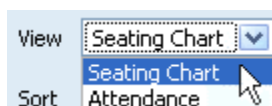
2) Choose the correct **Period** and **Time Code**.
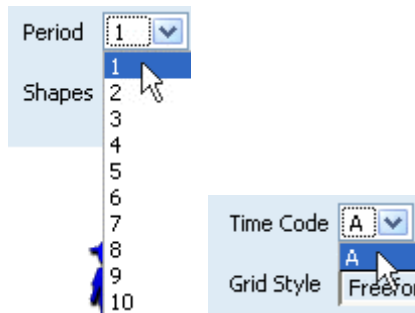
3) The **Sort** menu allows teachers to sort the **Seating Chart** by **Last Name**, **First Name**, **Boy/Girl**, **Girl/Boy**, **Student ID** or to randomly place students in the **Seating Chart**.
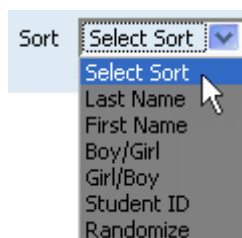
4) Select the number of columns positioned horizontally across the chart.

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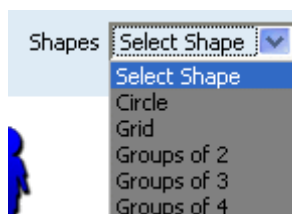
6) **Grid Style** will allow the choice of **Freeform** or any combinations of left to right, right to left, top to bottom, and bottom to top. **Freeform** will allow the number of

rows to be selected for the Seating Chart. The other arrangements align the students based on the directions given.
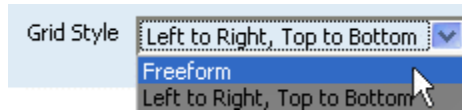
7) Click **Advanced Mode** to display more options in the **Grid Style** drop down menu.
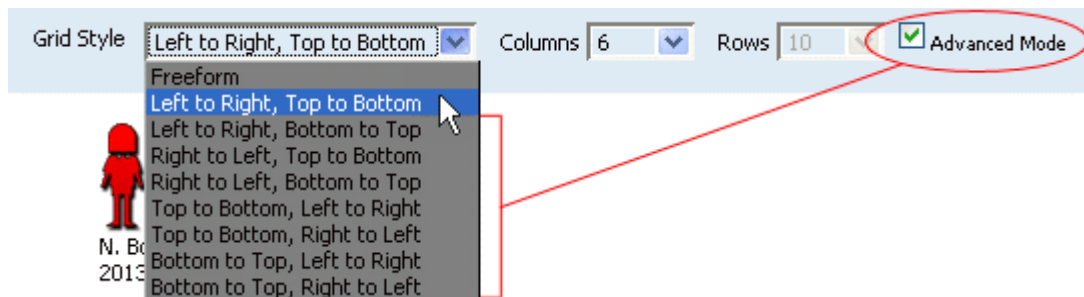
8) Click the **Update** button to update the **Seating Chart**.

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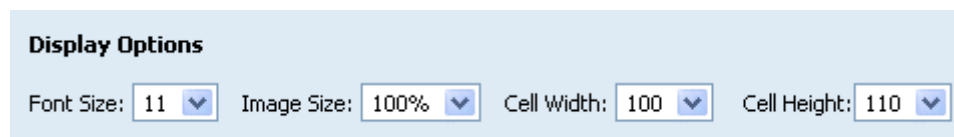
Using the 4 drop-down boxes, select the desired font size, the image size of the little boy/girl placeholders, and the cell width/height.

Taking attendance with the Seating Chart

To take attendance with the **Seating Chart**, select "Attendance" from the **View** drop-down list.
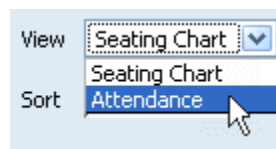
The following page will appear:

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.

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:

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.

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

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

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**.

The selected student's **Student Profile** will appear

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 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.
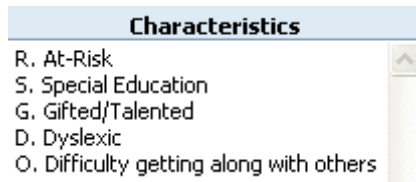
Use the Control or Shift key to select multiple characteristics.
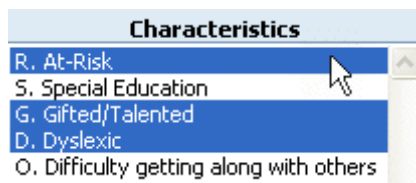
To view the student's schedule, click the **Schedule** button on the top-right. The student's class schedule will pop up in a separate window, as shown below:

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..
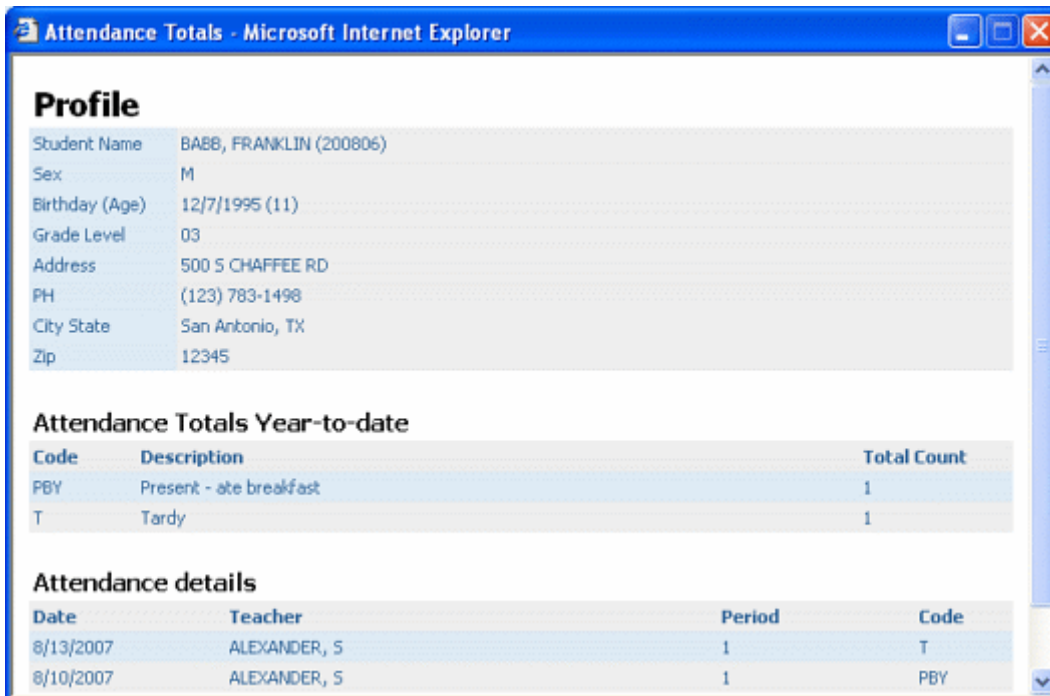
The **Notes** button allows teachers to send personal messages to parents directly through GradeSpeed at districts using the ParentConnection module. For customers who have not enabled ParentConnection, this feature can be used as a digital "notepad" for taking and storing notes on students. Click the **Notes** button to bring up the "Student Notes" control panel.
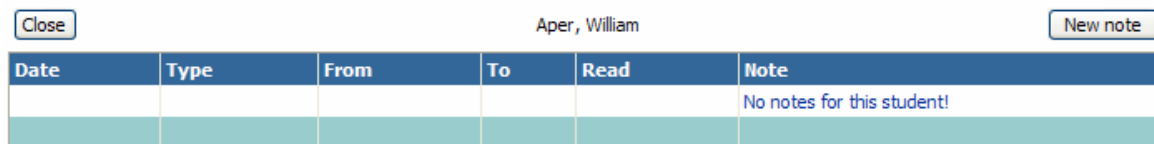
To create a new note, click the **New note** button.
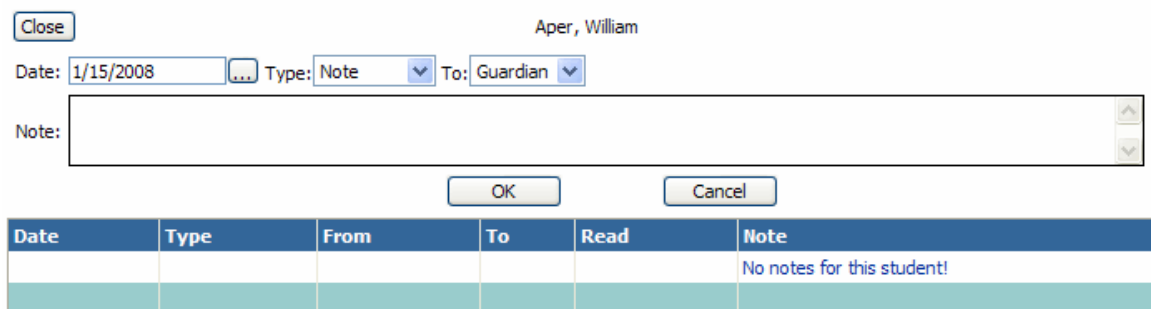
Use the "Date" field to enter the appropriate date of the message. The current date will be selected by default. However, you may select any date you wish for your records.

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	Type	From	To	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 **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**.

Student Profile

Last (D)Kullman	ID 201231	**Characteristics**
First Ron	Gender ◉ Male ○ Female	R. At-Risk
Parent Last	Grade 03	S. Special Education
Parent First	Sort Key.	G. Gifted/Talented
		D. Dyslexic
		O. Difficulty getting along with others

Address

☐ Print Progress Report in Spanish
☐ Print Report Cards in Spanish

City
State
Zip
Phone
Email
Birthdate

Transfer

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 Student to Transfer From:	MathKG (2001/1) Period 2 ▾
	(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.

The information will be displayed as shown below:

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.

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. **Note**: If **Percent** weighting method is used, the sum of all category weights must be 100 percent. **Note**: 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 **Maximum grades to drop for**

Field	Description
	each student pop-up menu.
Delete	Select the checkbox next to an existing category to remove the category from the gradebook. **Note**: 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 **all** classes in the same group.
Total	Displays the total weight calculation for all categories.
Hide Spanish Category Names	Select **No** from the pop-up menu to display the Spanish Category Names field. Select **Yes** 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 **# to drop** field for each category. The total number of dropped grades from all categories together cannot exceed the **Maximum grades to drop for each student**. 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 **Yes** 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 **Yes** 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 **Yes** 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.
Spell Check	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. **Note**: 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 **Rubric Assignments**.
Type	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 **Categories**.
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 **No** from the pop-up menu to display the Spanish Category Names field. Select **Yes** 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 **Course** checkbox to automatically select all courses within the group.
Add File	Click to add a file attachment to the assignment. The attached files are made available with ParentConnection if the district uses that module. • Click **Choose File** or **Browse** to locate the file to upload. • Click **OK** to attach the file to the assignment record.
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.

4. Click the **Auto-Fill** hyperlink. The following auto-fill options appear:

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.
OK	Click to submit the selections. The Auto-Fill hyperlink re-appears.
Cancel	Click to disregard the selections.

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 pop-up 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.

8. The following table describes the fields on this 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.

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.

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 **Ave** hyperlink next to the applicable student. The Grades by Student window appears.

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 received 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 **Update** 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 **Teacher Profile**.
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 **Points Added** 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 precedence 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.

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.

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.
2. 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 **Update** 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 **Teacher Profile**.
Points Added	Enter a numeric value that will be added to the score.
Override	Enter a numeric value for the override grade. This value takes precedence 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**.

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.

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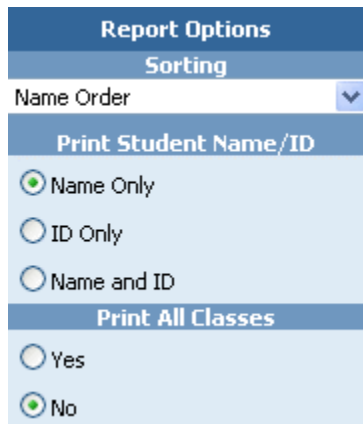
Set the parameters for the report, then click **Generate** to open the printable report in a new window. Use the browser's "Print" command to print the report.

Category Average Report

Teacher: Alexander, S
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	
Hughes, Noble	84.75	90	66	87	

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:

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."

Definitions

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
10
11
12

Activity Codes

GIRLS ATHLETICS
GIRLS ATHLETICS

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

Cycles ☑ ☑ ☑ ☑
1 2 3 4

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.

Filters
⦿ A Only   ◯ B Only
◯ A / B With [0 ▾] 'A'(s)
◯ 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 only. 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.

Report Type ⦿ Short   ◯ Long

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

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.

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
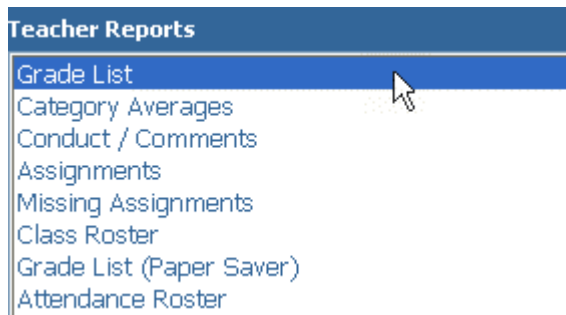
(updated 8/16/07)

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.

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.

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 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.
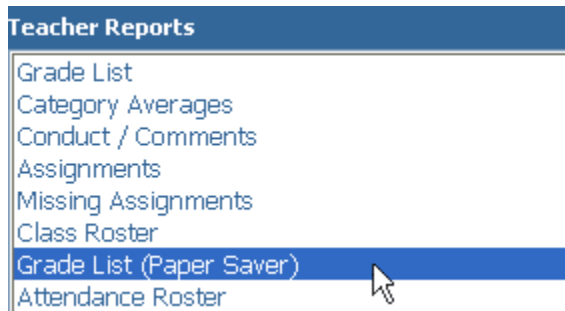
Conduct/Comments Report

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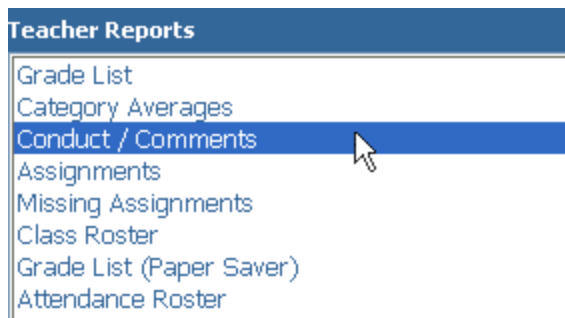
Once the report has been selected from the list, some report options will appear in the center of the page. Using the **Sorting** drop-down menu, select how the report data should be sorted. There are also a couple of handy print options available.

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.

Conduct And Comments 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
Abramovic, John	95.56						
Annarella, Sergio	96.67						
Bowman, Everett	95.56						
Burris, Harriett	70						
Clark, Thomas	96.67		A	D			
Craig, Benson	95.56						
Eggerts, Fritz	96.67						
Fahey, William	94.44						
Gallo, Frank	93.33		A	B	C		
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		B				
Rosengrant, Richard	94.44						
Schulte, Charles	95.56						
Scordato, Angelo	96.67		A	B	C	D	
Vanderhorst, Alice	94.44						

Assignments Report

(updated 8/15/07)

Overview

The **Assignments Report** will pull a detailed, easy-to-read list of all assignments within the gradebook.
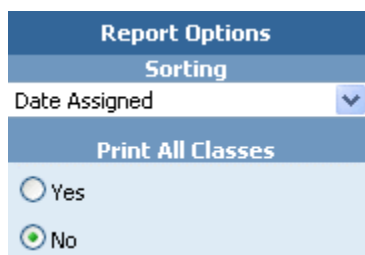
To view the **Assignments Report**, first click the **Reports** icon at the top of any page.

Reports

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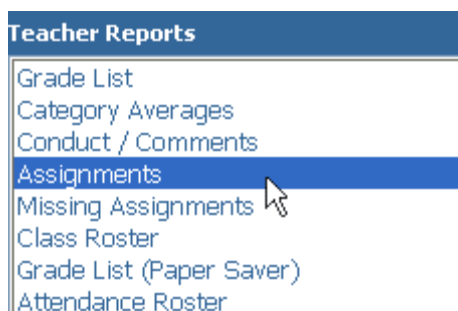
Next, select the desired parameters for the report using the **Report Options** in the center of the page. The report can be set to sort by date assigned, date due, and category by using the **Sorting** drop-down list.

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.
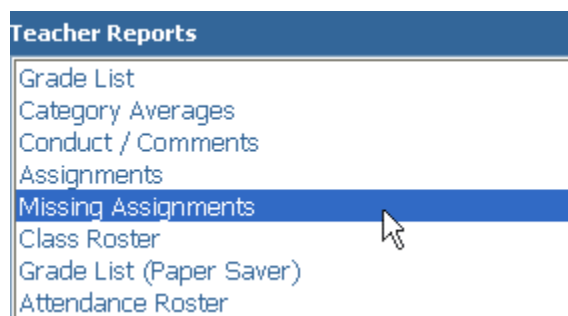
Once **Missing Assignments** has been clicked, some **Report Options** will appear in the middle of the page. There are some basic sorting and print options available. The report can also be set to include blank grades as missing assignments. Set the desired parameters for the report, then click **Generate**. 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 Roster

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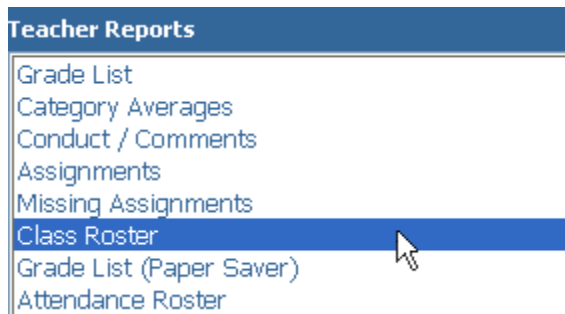
Once **Class Roster** is selected, some report options will appear in the center of the page.

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.

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.
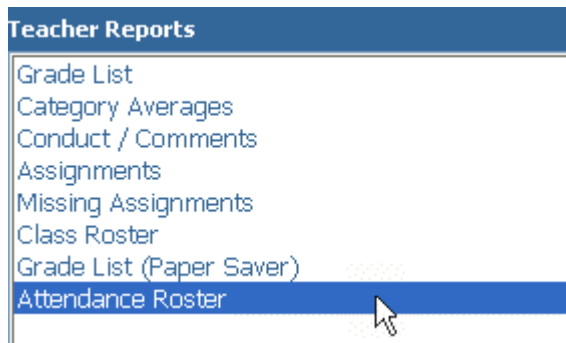
Attendance Roster Report

(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.

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.

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.
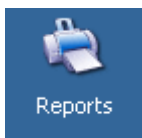
Failure Report

(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.

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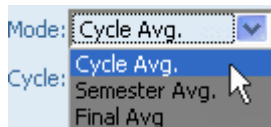
Indicate the desired cycle using the **Cycle** drop-down list.

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.

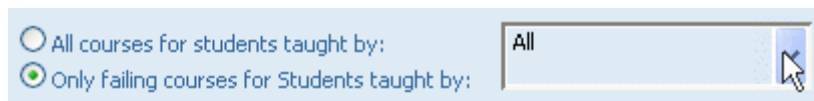If the report is set to return "All courses for students," it will be easy to see if a student is failing a single class but doing well in all others. If the "Only failing courses" option is used, then the report be more concise and will give less context as to the student's performance in other classes.

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.

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.
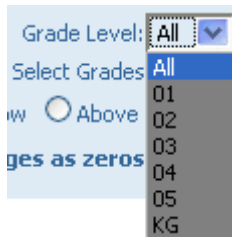
The teacher can also choose whether to report on grades **Above** or **Below** a specified score. The administrator can then set that specified score in the field to the right.
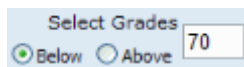
To return to the **Reports** menu, click the **Close** button.

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:

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 **Class** drop-down list.

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

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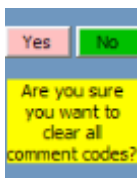
Teachers can also define their own comment codes that will only be used within their gradebooks. To do this, choose a code (must be different from the district-defined comment codes) and then enter the desired description.

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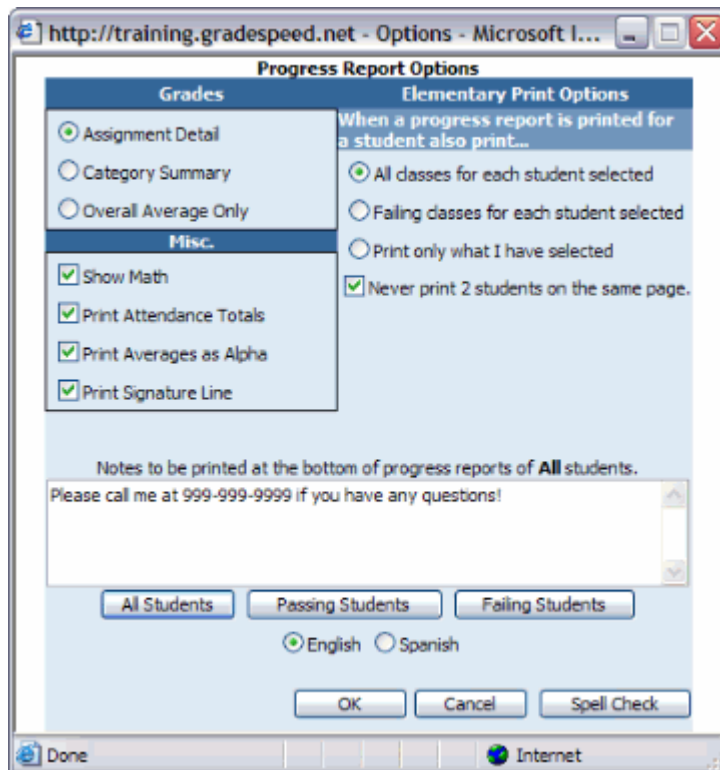
Under the **Grades** section, indicate the level of detail the progress reports should show - assignment level, category level, or overall averages only.

Under the **Miscellaneous** 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.

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.
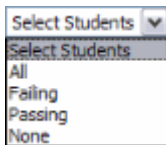
Printing Progress Reports

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.

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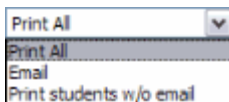
To print all students' progress reports, select "Print All." A new window will open to show the progress reports, and if the workstation is connected to a printer, the print dialog will automatically open.

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.
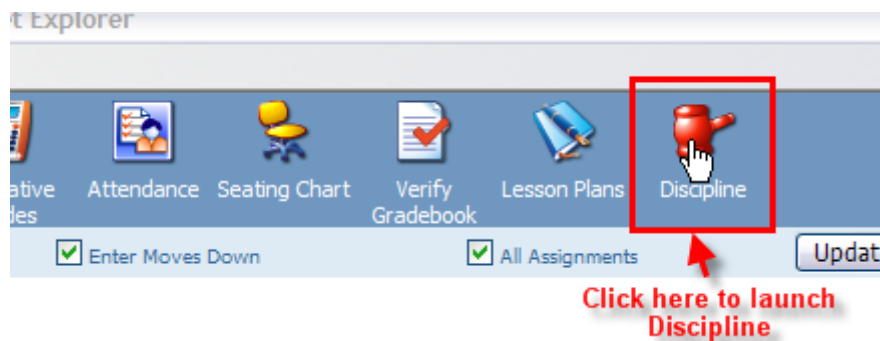
Discipline

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:

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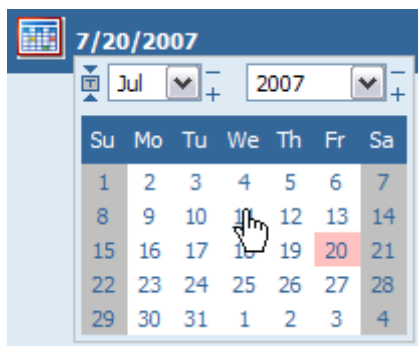
To minimize the calendar, simply click the little calendar icon again.

Next, use the **Period** drop-down list to indicate the period in which the incident occurred.
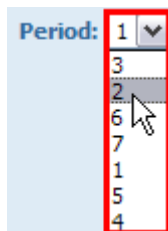
If you know which administrator should oversee this incident, you can select him/her from the **Discipline Admin** drop-down list.

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.
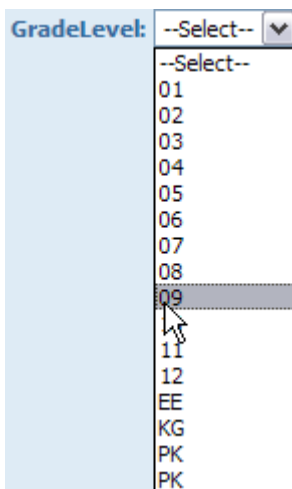
Next, select the student who was involved with the incident. Keep in mind that you can add another student to the incident report later.
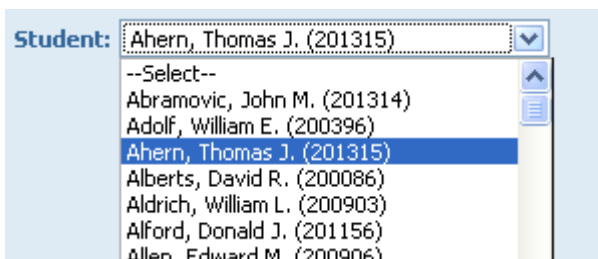
Choose the **Time** that the incident occurred, and the **Location**.

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.

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

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

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 **Contact Date** field.

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

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.

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