



Elementary Gradebook

Fall 2006

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The New *SIS 2000+* Gradebook

Introduction

The new gradebook is the result of an extensive collaborative effort between USOE and the school districts that use SIS. It is designed with teachers in mind. The focus has been to keep the new gradebook simple, fast, and accurate. Special attention was given to creating a gradebook tailored to the needs of the elementary school teacher.

This new gradebook is a departure from those used in the past. It is term-based – dates are for information and sorting only. Subject templates are used to simplify initial setup from term-to-term and from year-to-year. Citizenship may be defined for an unlimited number of behaviors. Entering and editing scores is fast and convenient with the spreadsheet-like screen. Score dropping is also an option in the new gradebook. Enhanced elementary reports round out the new software.

The new gradebook is a web application accessed via a web browser. It will work best at a screen resolution of at least 1024 X 768.

Logging In

The new gradebook is accessed using a web browser. Ask your local SIS specialist for the URL for your school.

1. Login using your regular SIS login number preceded by the letter “f” (f9876) and your SIS password.
2. Select Gradebook under Applications in the menu bar

Initial Setup

The first time you use the gradebook:

1. Define subject template templates (Academic → Define Subject Template)
2. Define a citizenship definition (Citizenship → Define Citizenship)

At the beginning of each term:

1. Copy desired academic and citizenship grading information to each of your classes
2. Begin using the gradebook to:
 - a. Define tasks
 - b. Enter scores
 - c. Enter citizenship
 - d. Print reports.

Academic Grades

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

Citizenship Grades

Citizenship grades are based upon an accumulation of citizenship incidents to which are assigned positive or negative values. Each student begins with a preset starting value for each citizenship item. When a student has a citizenship incident the assigned value is added to the starting value of the citizenship item in question to determine the student's citizenship grade for that item. If there are no citizenship incidents the starting value determines the grade for that item without you having to do anything beyond the initial setup.

Mouse-over

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

A Word of Caution

The new SIS gradebook is a web application that has been designed to minimize the need to go back to the database for information. This is very nice for data entry, but it does increase the possibility of data loss because there are few built-in checks and balances. If you change from one screen to another without saving you will lose all of the work you have done on that screen since you last saved. **Make sure that you save your work before switching to a different class, a different screen, or changing the show/hide inactive status!**

About this Document

This document follows the organization of the gradebook menu, from left to right.

Applications → Attendance

The attendance entry screen shows two calendar weeks with the current day (the date you select) in the middle. The spreadsheet-like screen allows you to easily move from cell-to-cell to enter or edit attendance codes. The top cell of the date you select will initially be selected for editing. The legend can be opened to reveal the allowable codes. The software will not allow you to type an invalid code. Navigation arrows allow you to jump forward or backward in two-week increments until you enter or change a student's attendance code. You may also enter the lunch count for the selected day.

To use the attendance entry screen:

1. Select Attendance under Applications on the menu bar
2. Select the term
3. Select the class
4. Change the date, if desired
5. Open the legend, if desired
6. Enter a lunch count, if desired
7. Enter or change attendance codes, as needed
8. Click Save to store your work

Class → Student Comments

You may want to write comments to a student and her/his parents providing more detail than the grades for a given term may indicate. You may also want to keep some personal notes about the student that only you have access to. The student comments screen allows you to do both. (Note: these comments are also accessible on Class → Review Published Grades.)

To add or edit comments for a given student:

1. Select Student Comments under Class on the menu bar
2. Select the term
3. Select the class
4. Select the student
5. Enter or edit parent/student comments
6. Enter or edit teacher only comments
7. Click Save to store your work

Class → Publish Grades

This option is not valid for elementary school classes. It is here for secondary schools.

Class → Review Published Grades

This option is not valid for elementary school classes. It is here for secondary schools.

Class → Define Class in Gradebook

At the beginning of each term you must define your class in order for the gradebook to know the subjects to include and the specific grading parameters you will use for each of them. You will copy academic grading information from one or more subject templates or a previously defined class and you will identify the citizenship definition, if any, to use for the class. You also have the option to include class and subject comments, as desired. This is the preliminary step in using the gradebook for a given term.

To define a new class in the gradebook:

1. Select Define Class in Gradebook under Class on the menu bar
2. Select the term
3. Select the class
4. Add class comments, as desired
5. Select the citizenship definition to be used for the class, if any
6. Copy academic grading parameters using a or b:
 - a. Copy Subject Template:
 - i. Select one or more subject templates from the list (hold the ctrl key down and click to select more than one)
 - ii. Click Save to copy the information from the template to the class
 - b. Copy Course:
 - i. Select a previously defined class from the pull-down list
 - ii. Click Save to copy the information from that class to this one
7. If your class now has more than one subject, select a subject from the pull-down list
8. With the subject displayed on the screen, you may:
 - a. Modify any of the grading parameters for the subject, as needed
 - b. Add subject comments, as desired
 - c. Click Save to store the changes for the subject
9. Be sure to save any changes you have made to the class definition

To modify an existing class in the gradebook:

1. Select Define Class in Gradebook under Class on the menu bar
2. Select the term
3. Select the class
4. you may:
 - a. change the citizenship definition
 - b. copy additional subject templates, if any remain in the list (if you do this, save before making any other changes)
 - c. select a subject to:
 - i. edit the subject title
 - ii. modify or delete category information
 - iii. adjust the grading scale
 - iv. be sure to save any changes to the subject
 - d. if desired, select another subject to modify from the pull-down list

5. Click Save to store your work

To delete a subject from the class:

1. Go to Academic → Score Entry and delete any scores you have recorded for the subject you want to delete (including scores for inactive students)
2. Select Define Class in Gradebook under Class on the menu bar
3. Select the term
4. Select the class
5. Select the subject you wish to delete
6. Delete the categories by:
 - a. Putting a checkmark in the checkbox next to each category
 - b. Clicking Save to delete the marked categories
7. Click the Delete Subject button
8. Click OK to confirm your decision

Academic → Score Entry

The score entry screen provides you with an efficient way to enter and edit student scores. It is the starting point each time you use the gradebook. After selecting a subject you will see a tab for each of the subject's categories, in the order that you specified on the Class → Define Class in Gradebook screen. In addition, you will see the All and Grades tabs. The All tab displays the tasks from all of the categories. The Grades tab displays the academic grades by percentage and letter mark. The score entry screen is similar to a spreadsheet. Within the grid you can easily move from one cell to another to enter and edit scores. You can define a single task if you are on a category tab (not on the All or Grades tabs). Another blank column will appear after you click Save. (If you have several tasks to define Academic → Define Tasks is the best option.) You can also access attendance and demographic information for your students from the score entry screen. In addition, you can click on a student's name to move to his/her student scores page.

To use the score entry screen:

1. Select Score Entry under Academic on the menu bar, if you are not already on the screen
2. Select the term
3. Select the class
4. Select the subject
5. Change the sort order, if desired (by due date or by title)
6. Select the tab you wish to work with
7. You may:
 - a. Add a task by:
 - i. Entering a task name
 - ii. Entering the due date using the calendar tool or by typing using mm/dd/yyyy format
 - iii. Entering the points possible
 - b. Enter scores by:
 - i. Clicking on the fill arrow at the top of the column to populate the entire column with the points possible or
 - ii. Manually typing the scores as desired
 - c. Edit scores by:
 - i. Going to a cell to:
 - 1) Type over the existing score
 - 2) Delete the existing score
 - d. Display the legend:
 - i. Green = Ignored/Dropped
 - ii. Blue = Not Automatically Dropped
 - iii. Red = Exceeds Points Possible
 - e. Access additional information about a student by:
 - i. Clicking on the attendance icon to the left of a student's name
 - ii. Clicking on the student information icon to the left of a student's name
8. Remember to **Save** your work before:
 - a. Changing subjects
 - b. Clicking on a student's name to access the student scores screen
 - c. Using the menu to go to a different screen

Academic → Student Scores

The student scores screen allows you to focus on all of the task information for a given student in a selected subject. It is the perfect screen for discussing a student's subject grade with the student or her/his parents. This screen allows you to edit scores, mark a given task to be ignored or not dropped, and write a comment about a specific task for the student. The screen displays the student's grade, but the grade will not be recalculated as you change scores until you save your work.

To use the student scores screen:

1. Select Student Scores under Academic on the menu bar
2. Select the term
3. Select the class
4. Select the subject
5. Select the Student
6. Change the sort order, if desired (by category, by due date, or by title)
7. You may:
 - a. Edit scores
 - b. Mark one or more tasks to be ignored for this student
 - c. Mark the Don't Drop flag for one or more tasks for this student
 - d. Write or edit a comment for this student about any given task
 - e. See which scores, if any, have been dropped by the system for this student
 - f. Access additional information about a student by:
 - i. Clicking on the attendance icon to the right of the student's name
 - ii. Clicking on the student information icon to the right of the student's name
8. Click Save to store any changes you have made

Academic → Define Tasks

The define tasks screen is the most efficient way to add multiple tasks for a subject. Tasks can easily be added for any category. This is also the place to go to mark the Don't Drop flag for a given task or to write comments about the task that will provide additional information to students and parents beyond the task title. The define tasks screen can also be used to make changes to previously defined tasks, including changing the category assignment, the due date, the points possible, the Don't Drop flag, and the comments. After defining new tasks on this screen use Academic → Score Entry or Academic → Student Scores to enter scores for your students.

To define new tasks:

1. Select Define Tasks under Academic on the menu bar
2. Select the term
3. Select the class
4. Select the subject
5. Change the sort order, if desired (by category, by due date, or by title)
6. On the next available blank line:
 - a. Select a category from the pull-down list
 - b. Enter the date using the calendar tool or by typing using mm/dd/yyyy format
 - c. Type a task title
 - d. Type the points possible
 - e. If you want to prevent this task from being dropped, check the Don't Drop checkbox
 - f. Click on the Comment icon to add comments, if desired
7. Repeat step 6 for each task you need to define
8. Click Save to store your work
9. Note the five blank lines at the bottom after you save

To edit existing tasks:

1. Select Define Tasks under Academic on the menu bar
2. Select the term
3. Select the class
4. Select the subject
5. Change the sort order, if desired (by category, by due date, by title)
6. You may:
 - a. Change the category assignment for one or more tasks using the pull-down list
 - b. Change the due date for one or more tasks
 - c. Edit the title for one or more tasks
 - d. Edit the points possible for one or more tasks
 - e. Modify the Don't Drop flag for one or more tasks
 - f. Add or edit comments for one or more tasks
7. Click Save to store the changes

To delete existing tasks:

1. Go to Academic → Score Entry and delete the scores for the task(s) you plan to delete (including those for inactive students)
2. Select Define Tasks under Academic on the menu bar
3. Select the term
4. Select the class
5. Select the subject
6. Change the sort order, if desired (by category, by due date, by title)
7. Check the checkbox of each task that you plan to delete
8. Click Save to delete the tasks

Academic → Change Subject Assignment

Occasionally you may put a task under the wrong subject. The change subject assignment screen allows you to easily correct the mistake so that you don't have to delete the scores, delete the task, and then enter all of it again.

To change a subject assignment:

1. Select Change Subject Assignment under Academic on the menu bar
2. Select the term
3. Select the class
4. Change the sort order, if desired (by subject/category, subject/due date, due date, or title)
5. For any task that needs to be reassigned:
 - a. Select the correct subject from the pull-down list
 - b. Select the correct category from the pull-down list
6. Click Save to store the corrections

Academic → Define Subject Template

Subject templates are used to describe the specific grading parameters for each of the subjects you grade. Once your templates have been saved, you may use them from term-to-term and from year-to-year.

Prior to defining subject templates you must answer a few basic questions about each subject:

1. What will I call the template?
2. How many grading categories will I use? (You must have at least one)
3. What will my categories be named?
4. In what order do I want my categories to appear?
5. Will I use category weighting to calculate grades?
6. If I plan to use category weighting, what percentage will each category have? (They should total 100.)
7. Do I want to set up score dropping for any of my categories?
8. What grading scale will I use?
9. Are there any general comments that I want to share with students and parents about this template?
10. Where do I want this template to appear in my list of templates?

To define a new subject template:

1. Select Define Subject Template under Academic on the menu bar
2. Select *New Subject Template Definition
3. Enter a subject title
4. If desired, enter a sort order number to indicate the template's position in the template list
5. If you are using category weighting, click the check box
6. For each category:
 - a. Enter a category title
 - b. Enter the category weight, if you are weighting (category weights should add up to 100)
 - c. If you want the gradebook to drop lowest scores for the category:
 - i. Click the Drop Lowest check box
 - ii. Enter the number to drop
 - iii. Enter how many scores are needed before dropping one
 - d. Enter a number for each category to indicate their sort order (i.e. 1, 2, 3)
7. Select a Markset from the pull-down list (ask your district SIS specialist which one to use)
 - a. Uncheck the grades you don't plan to use
 - b. Enter your grading scale
8. Enter any general comments you have about this template (optional)
9. Click Save to store your template
10. Repeat these steps for each of your subjects

To edit an existing template:

1. Select Define Subject Template under Academic on the menu bar
2. Select the template you wish to edit from the Subject Template pull-down list
3. modify information as desired by
 - a. adding or deleting text
 - b. checking or unchecking checkboxes
4. Click Save to store your modified template

To delete a template:

1. Select Define Subject Template under Academic on the menu bar
2. Select the template you want to delete from the Subject Template pull-down list
3. Delete all categories
 - a. Click the checkbox by each category
 - b. Click Save
4. Click Delete Subject Template
5. Click OK to confirm the deletion

Citizenship → Citizenship by Item

Citizenship by item is specifically designed for elementary school teachers. It is used to record specific behavior incidents for a student. You may enter positive or negative points for a given incident. For example, a student may turn in an especially messy paper so you enter -5 under neatness for that day and then several days later the same student may turn in a very neat paper so you enter +10 for that day. The values are added to the starting value that you specified on the Citizenship → Define Citizenship screen to calculate the student's current citizenship grade, which is displayed on the screen.

To enter a behavior incident:

1. Select Citizenship by Item under Citizenship on the menu bar
2. Select the term
3. Select the class
4. Select the student
5. Select the citizenship item
6. On the next available line:
 - a. Enter the date using the calendar tool or by typing using mm/dd/yyyy format
 - b. Enter the points (positive or negative) for the behavior incident
 - c. Type a comment to describe the behavior
7. Click Save to store your work
8. Note the five blank lines at the bottom after the save

To modify behavior entries:

1. Select Citizenship by Item under Citizenship on the menu bar
2. Select the term
3. Select the class
4. Select the student
5. Select the citizenship item
6. You may:
 - a. Modify the date for any entry
 - b. Change the points for any entry
 - c. Edit the comments for any entry
7. Click Save to save your changes

Citizenship → Citizenship Log

Each student has a citizenship log. The log displays the list of all behavior incidents, sorted by date or by citizenship item. You may enter new incidents on this screen, if you choose. No citizenship grades are displayed on this screen. To see citizenship grades use Citizenship → Citizenship by Item. The citizenship log provides a convenient way to report specific citizenship issues to students, parents, and administrators.

To add an item to a student's citizenship log:

1. Select Citizenship Log under Citizenship on the menu bar
2. Select the term
3. Select the class
4. Select the student
5. Select the sort order (by date or by citizenship item)
6. On the next available line:
 - a. Enter the date using the calendar tool or by typing using mm/dd/yyyy format
 - b. Select the citizenship item from the pull-down list
 - c. Enter the points (positive or negative)
 - d. Add a comment
7. Add more items, if there are any
8. Click Save to store the additions
9. Note the five blank lines at the bottom after you save

To edit the citizenship log:

1. Select Citizenship Log under Citizenship on the menu bar
2. Select the term
3. Select the class
4. Select the student
5. Select the sort order (by date or by citizenship item)
6. You may:
 - a. Change the date for any item
 - b. Select a different item from the pull-down list
 - c. Modify the points on any line
 - d. Edit or delete any comments
7. Click Save to store the changes

To delete a citizenship item from the log:

1. Select Citizenship Log under Citizenship on the menu bar
2. Select the term
3. Select the class
4. Select the student
5. select the sort order (by date or by citizenship item)
6. Check the checkbox next to any items you wish to remove
7. Click Save to delete the marked items

Citizenship → Define Citizenship Items

Citizenship items are those behaviors you specifically want to track with your students. For example: shows respect, follows directions, and neatness. You may assign default positive or negative values to each of the citizenship items you define, but it is not necessary.

Prior to defining citizenship items you should:

1. Make a list of the specific behaviors you want to track
2. determine what order you want them listed

To define new citizenship items:

1. Select Define Citizenship Items under Citizenship on the menu bar
2. For each citizenship item you wish to define use the next available line to:
 - a. Enter its sort order number
 - b. Enter its title
3. Click Save to store your citizenship items
4. Note the five blank lines at the bottom after you save

To edit citizenship items:

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

To delete citizenship items:

Note: an item cannot be deleted if it is being used for a student.

1. Select Define Citizenship Items under Citizenship on the menu bar
2. Check the checkboxes for the items to be deleted
3. Click Save to complete the deletions

Citizenship → Define Citizenship

If you are going to issue citizenship grades to your students, you need to define citizenship for your classes. Most teachers will only define one of these and use it from term-to-term and from year-to-year.

Prior to defining citizenship you must answer a few simple questions:

1. What will I call this citizenship definition?
2. What grading scale will I use?
3. What starting value will each student begin with for citizenship?

To create a new citizenship definition:

1. Select Define Citizenship under Citizenship on the menu bar
2. Select *New Citizenship Definition
3. Enter the title
4. Uncheck the grades you will not be using
5. Enter your grading scale
6. Enter the starting points that each student will begin with
7. Click Save to store the citizenship definition

To edit an existing citizenship definition:

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

To delete a citizenship definition:

1. Make sure that the definition is not being used by any classes
2. Select Define Citizenship under Citizenship on the menu bar
3. Select the definition you want to delete from the Citizenship Definition pull-down list
4. Click Delete Citizenship Definition
5. Click OK to confirm you decision

Reports

The interface for reports opens in a new browser window. The list of all available reports is accessed using the reports pull-down list. To shorten the list, select a category from that pull-down list.

To print a report:

1. Select Reports from the menu bar
 2. Select a category, if desired
 3. Select a report
 4. Select the desired parameters
 5. Click the Show Report button to display the report
 6. Some reports have buttons that can be clicked to modify the look of the report such as +/- to show or hide information and sorting arrows to modify the way the report is sorted.
 7. You may choose an export format and click Export to save the report and use it with a different application, for example:
 - a. Select Acrobat (PDF) file from the pull-down list
 - b. Click the Export button
 - c. Click Open
 - d. View the report in Adobe Acrobat Reader
 - e. You may also:
 - i. Print the report
 - ii. Save the report
 - f. Close Adobe Acrobat Reader
 - g. Close the blank browser window
 8. Close the browser displaying the report to return to the reports screen
- Close the reports interface to return to the gradebook

Help

Show Inactive/Hide Inactive

The gradebook assumes that you don't want to see students in your list who are not currently registered for the class. If you wish to include inactive students in your list, click on the Show Active button. Be sure to save before clicking on this button or you will lose any work you have done since your last save. Once the screen refreshes, the button will change to Hide Inactive. Simply click on the Hide Active button to once again limit your list to your current students.