



# **Secondary 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.

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 is based on positive and negative incidents. Entering and editing scores is fast and convenient with the spreadsheet-like screen. Score dropping is also an option in the new gradebook. Enhanced 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 at least one subject template (Academic → Define Subject Template)
2. Define a citizenship definition, if you plan to issue citizenship grades

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 incidents
  - 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.

## **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. When a student has a citizenship incident the assigned value is added to the starting value to determine the student's citizenship grade. If there are no citizenship incidents the starting value determines the grade 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.

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 or change attendance codes, as needed
7. 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**

Occasionally the office will instruct you to publish your grades so that mid-term and end of term report cards can be printed and distributed. This can be done as frequently as the school office requires and is only necessary when it is requested.

To publish grades:

1. Select Publish Grades under Class on the menu bar
2. Select the term
3. Indicate Progress report or Report Card
4. Check the checkbox next to each class that is to be published
5. Click on Publish

Once the grades are published you will see status information on the screen.

After the grades have been published you will want to check Review Published Grades to make sure the grades have been published correctly.

## **Class → Review Published Grades**

It is nice to be able to double-check after publishing grades to make sure that you agree with all of the grades that will be printed on report cards. You may also need to manually change one or more grades. For example, you will have to manually enter grades for your teaching assistants because the gradebook will not automatically calculate a grade for them. This screen may also be used to write student-specific comments that will be printed on the report cards. (These are the same comments that you see on Class → Student Comments.)

To review and modify published grades:

1. Select Review Published Grades under Class on the menu bar
2. Select the term
3. Select the class
4. You may:
  - a. Use the pull-down lists to change academic and citizenship grades for any student
  - b. Add or edit student comments
5. Click Save to store the changes you made

## **Class → Define Class in Gradebook**

At the beginning of each term you must define each of the classes that you will teach in order for the gradebook to know the specific grading parameters you will use. For each class, you will copy academic grading information from a subject template 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 class.

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. Select the citizenship definition to be used for the class, if any
5. Copy academic grading parameters using a or b:
  - a. Copy Subject Template:
    - i. Select a subject template from the pull-down list
    - 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
6. Modify any of the grading parameters that have been copied to the class, as needed
7. Add class and subject comments, as desired
8. Click Save to complete the initial 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. edit the subject title
  - c. modify or delete category information
  - d. adjust the grading scale
5. Click Save to store your work

Note: There is a Delete Subject button on this screen. As a general rule, don't use this button. It is primarily there for elementary school teachers.

## 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. Once you have defined classes for the term you may select them here. After selecting a class you will see a tab for each of the class 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. Change the sort order, if desired (by due date or by title)
5. Select the tab you wish to work with
6. 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
7. Remember to **Save** your work before:
  - a. Changing classes
  - 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. It is the perfect screen for discussing a student's 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 Student
5. Change the sort order, if desired (by category, by due date, or by title)
6. 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
7. 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. 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. Change the sort order, if desired (by category, by due date, or by title)
5. 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
6. Repeat step 5 for each task you need to define
7. Click Save to store your work
8. 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. Change the sort order, if desired (by category, by due date, by title)
5. 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
6. 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. Change the sort order, if desired (by category, by due date, by title)
6. Check the checkbox of each task that you plan to delete
7. Click Save to delete the tasks

## **Academic → Change Subject Assignment**

The change subject assignment screen is primarily designed for elementary school teachers. There is no need for you to use this screen because each of your classes has only one subject.

## Academic → Define Subject Template

A subject template is used to describe specific grading parameters. Once the template has been saved it may be used for multiple classes and it will remain available from term-to-term and from year-to-year.

Prior to defining a subject template you must answer a few basic questions:

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?

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 you are using category weighting, click the check box
5. 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)
6. 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
7. Enter any general comments you have about this template (optional)
8. Click Save to store your template

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 primarily designed for use by elementary school teachers. However, you may use it to view the number of times a particular citizenship item has been used for a given student. You may also use it to add another instance of a specific item for a student, but this is much easier on the Citizenship → Citizenship Log.

To view citizenship by item:

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
  - b. Change the points for a given instance
  - c. Edit or delete any comments
  - d. Check the delete checkbox on any line
7. Click Save to store the changes

## **Citizenship → Citizenship Log**

Each student has a citizenship log for recording positive and negative citizenship incidents. You will use the citizenship items that you have defined to populate the log. With each addition to the log the student's citizenship grade will be recalculated and displayed. 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. Modify the points, if desired
  - d. Add additional comments, as necessary
7. Add more items, if there are any
8. Click Save to store the additions to the log
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. 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
6. 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. Check the checkbox next to any items you wish to remove
6. Click Save to delete the marked items



## **Citizenship → Define Citizenship Items**

Citizenship items describe general categories of negative and positive citizenship incidents. For example: speaking out of turn, being on task, or using a cell phone. The items are added to a student's citizenship log to detail the reasons for his/her citizenship grade. You may assign a positive or negative point value to each item to simplify their assignment to a student's log.

Prior to defining citizenship items you should:

1. Make a list of the positive and negative citizenship incidents you want to track
2. Assign a point value to each one
3. 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
  - c. Enter its default value (either positive or negative)
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 on a student's log.

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 for all of their classes 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
9. 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.