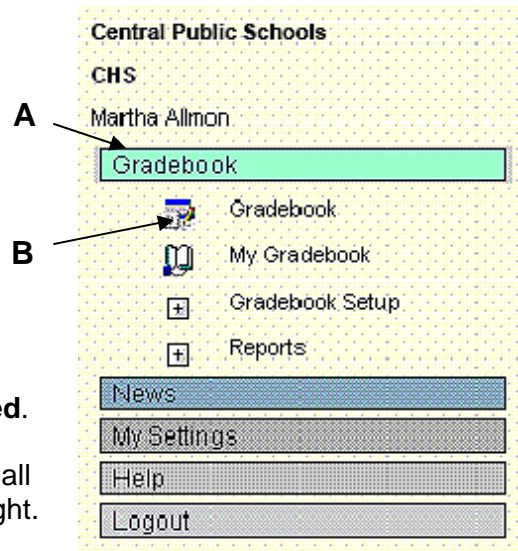


# Gradebook

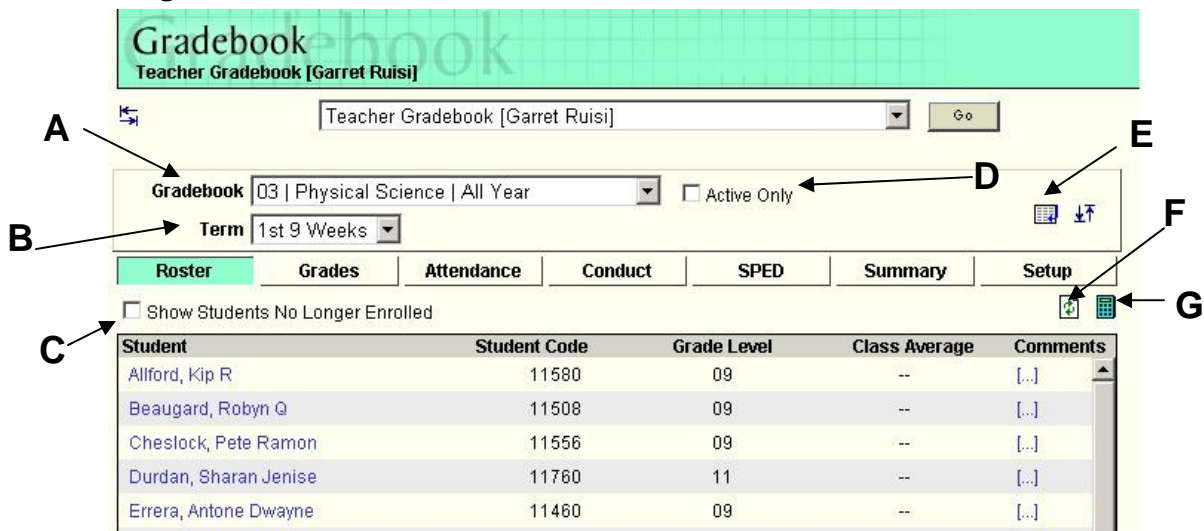
1. Select the Gradebook Module. (Figure 1 A)
2. Select the Gradebook Section. (Figure 1 B)

Figure 1



3. The screen below will be displayed. (Figure 2)
  - The desired class may be selected from the **Gradebook** dropdown. (Figure 2 A)
  - The **Term** dropdown allows the user to select the desired term. (Figure 2 B)
  - Grades for withdrawn students may be viewed by checking **Show Student No Longer Enrolled**. (Figure 2C)
  - The **Active Only** option allows the user to view all courses or only the courses currently being taught. in the **Gradebook** dropdown. (Figure 2 D) For example, if a teacher teaches Psychology 1<sup>st</sup> semester and Sociology 2<sup>nd</sup> Semester checking **Active Only** during 1<sup>st</sup> semester will display Psychology and during 2<sup>nd</sup> semester will display Sociology. Unchecking 'Active Only' will display both classes.
  - The gradebook has seven tabs: **Roster**, **Grades**, **Attendance**, **Conduct**, **SPED**, **Summary**, and **Setup**. Each tab will be discussed on the following pages.
  - The seating chart icon (Figure 2 E) displays the seating chart for the selected class.
  - The refresh icon (Figure 2 F) may be used to refresh the page if information is changed and saving does not refresh the screen.
  - The calculate icon (Figure 2 G) may be used to recalculate averages if the class average does not display correctly.

Figure 2



# Roster Tab

Figure 3

The screenshot shows the 'Gradebook' interface for 'Teacher Gradebook [Garret Ruisi]'. It includes a search bar, filters for 'Gradebook' (03 | Physical Science | All Year) and 'Term' (1st 9 Weeks), and a navigation menu with tabs for 'Roster', 'Grades', 'Attendance', 'Conduct', 'SPED', 'Summary', and 'Setup'. A table displays student information with columns for Student, Student Code, Grade Level, Class Average, and Comments. Arrows labeled A through E point to specific elements in the table.

Student	Student Code	Grade Level	Class Average	Comments
Allford, Kip R	11580	09	--	[...]
Beaugard, Robyn Q	11508	09	--	[...]
Cheslock, Pete Ramon	11556	09	--	[...]
Durdan, Sharan Jenise	11760	11	--	[...]
Errera, Antone Dwayne	11460	09	--	[...]

1. The **Student** name (Figure 3 A), **Student ID** (Figure 3 B) and **Grade** Level (Figure 3 C) for each student in the class is displayed on the roster tab.
  - If rights are granted to the enrollment module, the student names will display as a link (blue text) allowing the teacher to view the student folder by clicking the student name.
  - If rights to the enrollment module are not assigned to the teacher the student names will display as black text.
2. The current average for each student will display in the **Class Average** column (Figure 3 D).
3. Comments may be added for individual students or for all students in the class by clicking the [...] icon in the **Comments** column. (Figure 3 E)

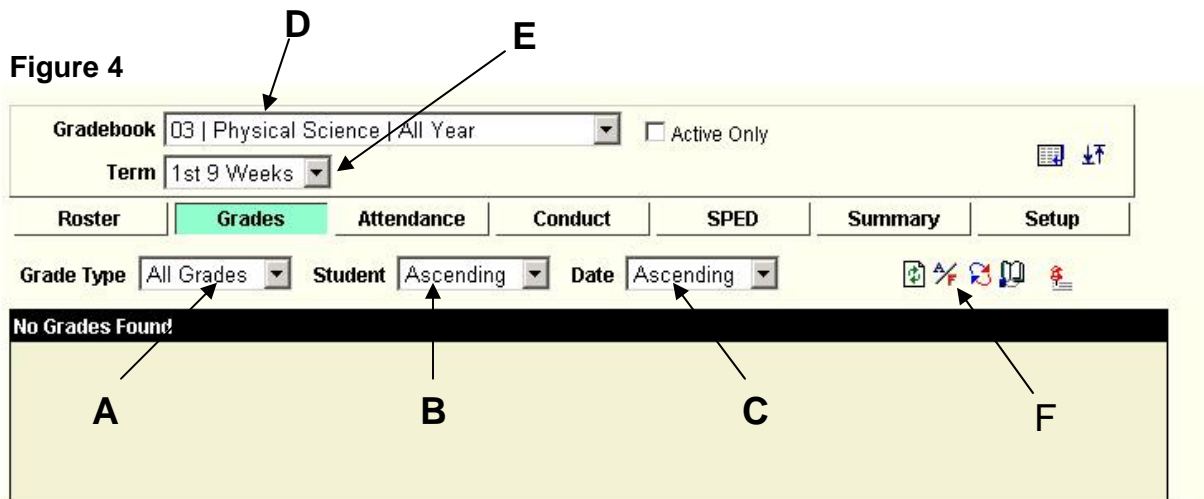
## Grades Tab

Grades for individual assignments are entered on the grades tab. If no grades have been entered for the selected term the message **No Grades Found** will display. Once an assignment is entered, the student names displayed on the Roster tab will display on the grades tab.


The **Grade Type** drop down (Figure 4 A) allows the teacher to select the type of grades to be displayed.


The **Student** drop down (Figure 4 B) allows the teacher to change the order in which the student names display.

The **Date** filter (Figure 4 C) allows the teacher to change the order in which the grades display.



### Entering Grades

1. Select the desired **Gradebook**. (Figure 4 D)
2. Select the desired **Term**. (Figure 4 E)
3. Click the  icon to enter a new assignment. (Figure 4 F)
4. The screen in Figure 5 will be displayed.
5. Select the **Definition Detail** for the assignment. (Figure 5 A)
  - a. The options available in the definition detail drop down are the details in the grade definition template assigned to the class.
  - b. If the definition detail drop down box is blank either no template is assigned or the template has no details.

6. Select the **Score Type** for the assignment. (Figure 5 B)
7. Enter the **Code** for the assignment. (Figure 5 C) The code may contain up to four alpha or numeric characters. The Code is required. The assignment cannot be saved if a Code is not entered.
8. Enter the **Title** for the assignment (Figure 5 D) The Title is required. The assignment cannot be saved if the Title is not entered.
9. Enter or select the **Date** the assignment was given. (Figure 5 E)
  - a. The date entered must be within the date range for the selected term. The date defaults to the current date. If grades are being entered for a previous term the date must be changed or the error Invalid Date will occur.
  - b. The date may be selected using the calendar icon .
  - c. The date may be typed using the format mm/dd/yyyy.

**Figure 5**

The screenshot shows the 'Add New Assignment' form. At the top, there are dropdowns for 'Gradebook' (03 | Physical Science | All Year) and 'Term' (1st 9 Weeks). Below these are tabs for 'Roster', 'Grades', 'Attendance', 'Conduct', 'SPED', 'Summary', and 'Setup'. The 'Grades' tab is active. The form fields are:
 

- Definition Detail:** Homework (dropdown, arrow A)
- Score Type:** Numeric (dropdown, arrow B)
- Code:** (text input, arrow C)
- Title:** (text input, arrow D)
- Date:** 08/04/2004 (text input with calendar icon, arrow E)
- Passing Score:** 70 (text input, arrow F)
- Possible Points:** 100 (text input, arrow F)
- Bonus Points:** 0 (text input, arrow F)
- Grade Weight:** 1 (text input, arrow F)
- Default Grade:** (text input, arrow G)
- Factor in Term Grade:** (checked checkbox, arrow H)
- Extra Credit:** (unchecked checkbox, arrow I)
- Description:** (text area, arrow J)
- Buttons:** Save and Cancel (arrow L)

 On the right, a side panel titled 'Add this new assignment to my other gradebooks that have the same setup:' contains two checkboxes:
 

- 01 | Physical Science | All Year (arrow K)
- 06 | Physical Science | All Year

10. **Passing Score, Possible Points, Bonus Points, and Grade Weight** (Figure 5 F) will display default values set in My Gradebook Settings. Change these as desired.
  - a. **Passing Score** is the lowest score considered passing for the assignment.

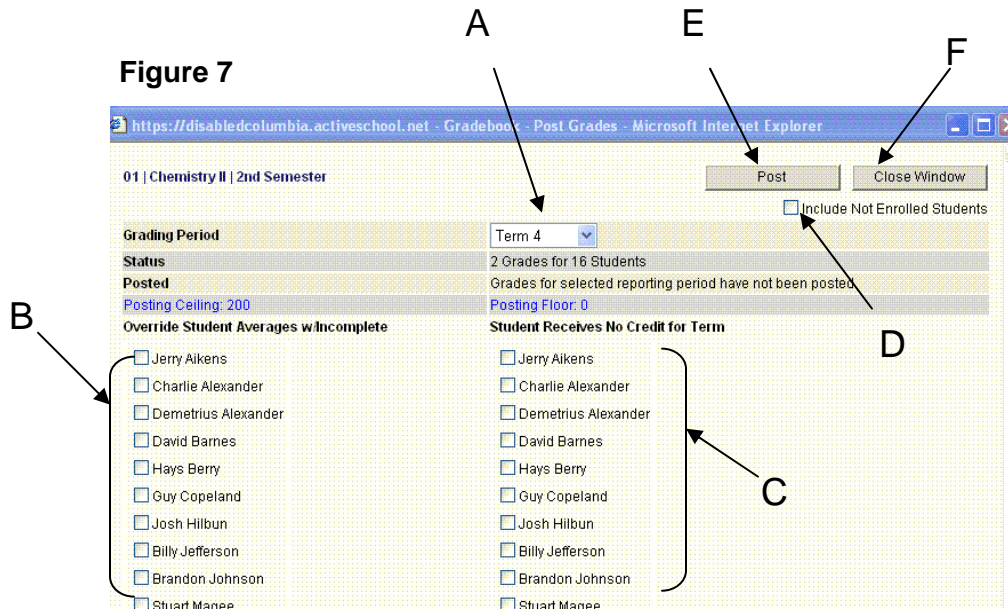
- b. **Possible Points** represent the points considered to be a perfect score for the assignment.
  - c. **Bonus Points** are the number of points a student might earn beyond the perfect score.
  - d. **Grade Weight** defines how a grade is counted. If a grade should be counted twice the grade weight should be 2.
11. **Default Grade** (Figure 5 G) allows the teacher to enter the same grade for all students as the assignment is created. This is an optional field. If left blank the assignment will be created with an NG (No Grade) for all students.
  12. **Factor in Term Grade** (Figure 5 H) allows the teacher to record a grade without including the grade the average. If **Factor in Term Grade** is checked the grade will be included in the term average. To record a grade without including the grade in the average, uncheck **Factor in Term Grade**.
  13. Checking **Extra Credit** (Figure 5 I) will count the assignment being entered only for the students with a grade entered. An X should be entered for all students not receiving extra credit.
  14. The **Description** (Figure 5 J) text box allows the teacher to enter details related to the assignment. The **Description** is optional.
  15. **Add this new assignment to my other gradebooks that have the same setup:** (Figure 5 K) allows the teacher to create the assignment for multiple classes. Only classes with the same template as the currently selected class will display.
  16. Once all data has been entered and verified click the **Save** button. (Figure 5 L)
  17. The **Grades tab**, including the assignment just created will be displayed. (Figure 6) If a Default Grade is entered the default grade will be displayed. If Default Grade is left blank when creating the assignment, NG will display for all students. NG is averaged as zero.

**Figure 6**

<b>Gradebook</b> 03   Physical Science   All Year <input type="checkbox"/> Active Only	
<b>Term</b> 1st 9 Weeks	
<b>Roster</b>	<b>Grades</b>
<b>Attendance</b>	<b>Conduct</b>
<b>SPED</b>	
<b>Grade Type</b> All Grades	<b>Student</b> Ascending
	<b>Date</b> Ascending
<b>Student</b>	T1
	<b>Edit</b>
Allford, Kip R	NG
Beaugard, Robyn Q	NG
Cheslock, Pete Ramon	NG
Durdan, Sharan Jenise	NG
Errera, Antone Dwayne	NG
Kearby, Elenora M	NG
Masteller, Myrtle	NG
Mihalchik, Williams Rashard	NG

18. There are three options for entering grades:
  - a. Click **Edit** to enter or modify grades for a specific assignment for all students. (Figure 6 A)
  - b. Click a student's name to enter grades for an individual student.
  - c. Click the individual grade to enter or modify a single grade.
  
19. If a new student is enrolled in a class after grades have been entered for the class, click the ReSync icon (red and blue arrows) to populate the previously entered grades for the students. XPE (Exempt Prior to Enrollment) will be entered for all grades. XPE does not count the previous grades for this student. If the student is required to complete all assignments the XPE may be modified to reflect the actual grade.
  
20. Grades entered in the teacher gradebook are stored only in the teacher gradebook. For grades in the teacher gradebook to be moved to the grades table to be printed on the report card the teacher must post grades. To post, simply click the post icon (red push pen) the screen in Figure 7 will display.
 

**Note:** Grades may be posted as often as desired. Grades must be posted before report cards are printed. If grades are changed in the gradebook after posting, grades must be posted again.



- Select the Grading Period to be posted (Figure 7 A).
- Select students to be posted as Incomplete (Figure 7 B).
- Select students to be posted with No Credit (Figure 7 C).
- Check Include Not Enrolled Students if grades for withdrawn students should be posted (Figure 7 D).
- Click Post (Figure 7E).
- The screen will refresh and display a message indicating that grades were posted successfully.
- Click Close Window (Figure 7F).

21. **My Gradebook Settings** allows the teacher to define default settings for his/her individual gradebook. To access Gradebook Settings click the book icon. The screen displayed in Figure 8 will be displayed.

**Figure 8**

- On Gradebook Load allows the teacher to set the default class and tab to be displayed when the gradebook is opened.
- Gradebook Filter Defaults allows the teacher to set the default order for students and assignments. Student Sort option Custom allows the teacher to determine the order of students by numbering them on the Setup tab. The Date Sort controls the display of assignments. Descending will display the most recent assignment first.
- Gradebook Assignment Defaults allows the teacher to set default values for Passing Score, Possible Points, and Bonus Points.
- Gradebook Editing Automatically Close Single Grade Edit Window After Save allows the user to set the default for closing the window when editing a single grade. If this is checked, clicking save when editing a single grade will close the window. If unchecked, clicking save will display a message and the teacher must click Close Window to close the edit single grade window.

Click Reset to Clear All Gradebook Report Card Comments allows the teacher to reset the comments to be displayed on the report card for all students.

- Gradebook Display allows the teacher to color code the grades in the gradebook.

## Attendance Tab

1. Login to SAM 6i.
2. Select the Gradebook Module. (Figure 1 A)
3. Select the Gradebook Section. (Figure 1 B)
4. Select the **Attendance** tab in the Gradebook. (Figure 2 A)

Figure 1

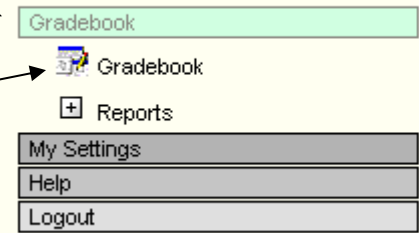
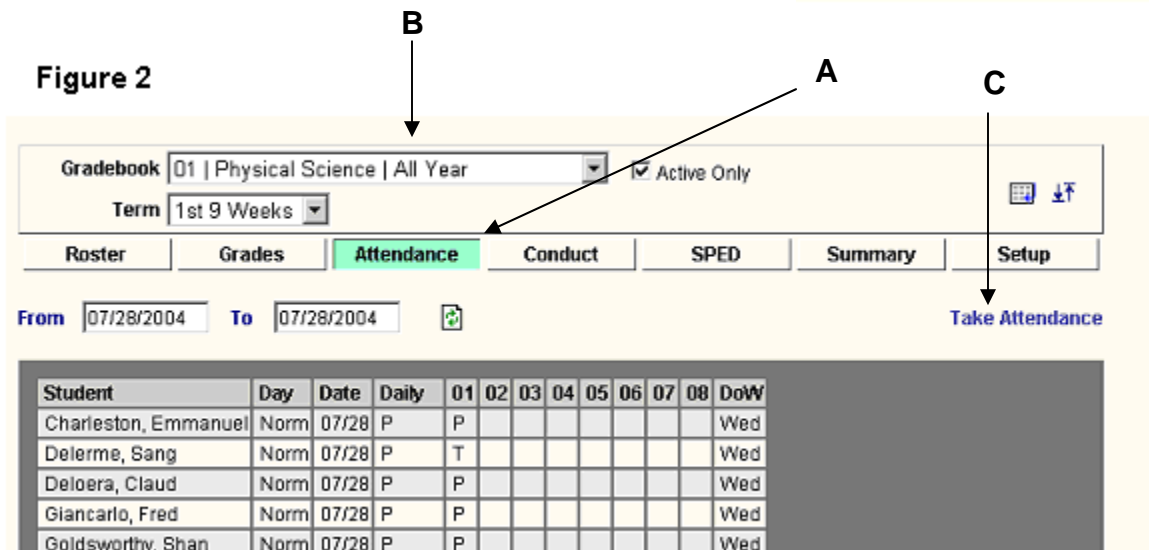
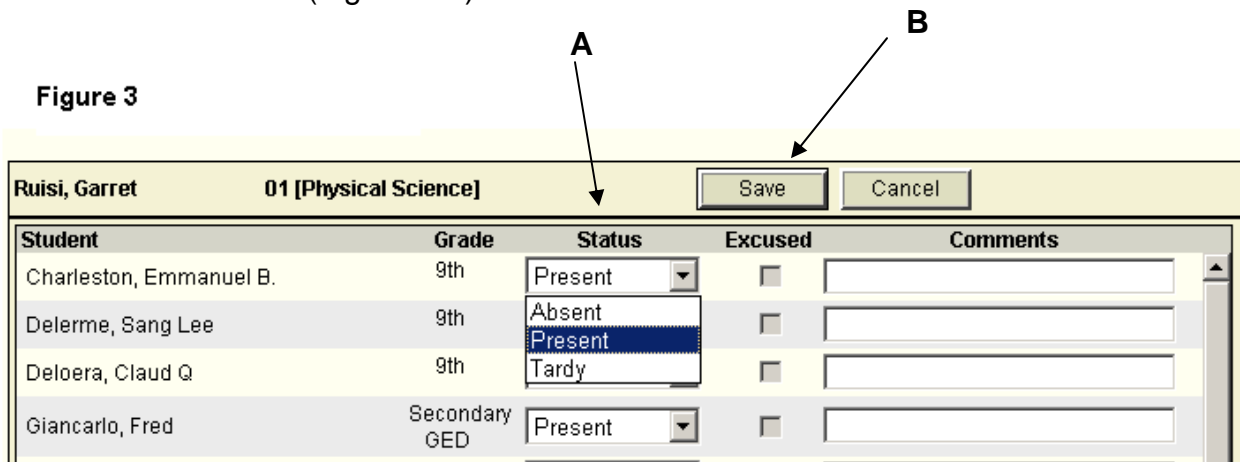


Figure 2



4. Select the appropriate class from **Gradebook**. (Figure 2 B)
5. Click the **“Take Attendance”** link. (Figure 2 C)
6. Select **Status** of Absent or Tardy for students. (Figure 3 A)
7. Click **“Save”**. (Figure 3 B)

Figure 3



## Setup Tab

The Setup Tab allows the teacher to view and modify setup related to the gradebook. When selecting the Setup Tab the screen in Figure 1 will be displayed.

Figure 1

- Grading Type displays the grade definition assigned to the selected Gradebook. Click Grade Definition Details to view the template
- Grade Translation Table displays the translation table assigned to the selected Gradebook.

Grade	Min	Max
A	97	200
B	89	93
C	80	85
D	72	75
F	60	69

- End of Term Posting allows the teacher to enter the formula to be use to calculate Semester and Final averages. No Exam the teacher would just click on the end of term posting. Click on the semester 1 enter the formula for the t1-t2 and save. IF the teacher is giving an exam grade, they would 1<sup>st</sup> enter an assignment (grade def does not matter), Code of EX, Title Exam. Click on the setup page, end of term posting-select the Semester 1 enter the t1, t2, EX percentages and save. Continue adding the formula's based on the course. An all year class would need semester 1 formula, semester 2, and final average formulas entered.
- Gradebook Roster Order allows the teacher to set the display order for students if custom is selected as the default for Gradebook Filter Defaults/Student Sort in My Gradebook Settings.