Genesis Educational Software, Inc.

# Genesis Gradebook

**User Guide 2014-15**



Genesis Educational Services, Inc
2014-15

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# Introduction

## Gradebook Screens

### The Spreadsheet

### Roster

### Seating Chart & Attendance

### Course (Web) Pages

## Getting Started

Gradebook Setup consists of a small number of tasks:

1.  If you have not ever done so, check your User Profile and make sure it is set correctly.
2.  Determine whether or not to *merge* any of your class rosters:
    - You can "merge" two or more of your assigned course sections into a single class roster.
3.  Setup your course *Profiles*. For each *Profile*, you can:
    - Choose your basic "Grading Style": Total Points or Weighted Categories
    - Setup your Categories (e.g. Homework, Tests, Projects, etc.)
    - Adjust Grade Values so that they work for you
    - Create your class "Units" (e.g. 'Chapter 1', 'Chapter 2')
    - Optionally set up Workgroups so that you can divide your class rosters into non-overlapping sub-groups of students (this will allow you to create Assignments directed to just one Workgroup of students).
4.  Determine which *Profile* to assign to which class section.

**Gradebook Setup Checklist:**

___ Merge course sections you wish to share one course roster of students
__ View your Default Course Profile. Make any changes you want to apply to *all* your courses
__ Copy your Default Course Profile to make additional course profiles *if you need to.*
__ Make changes to your copied course profiles as appropriate (Preferences, Categories, Grade Values, Units and Workgroups)
__ Select the course profile you want for each course (use **Gradebook→Setup**)

# The Gradebook Home Summary Screen

**Gradebook→Home→Summary**
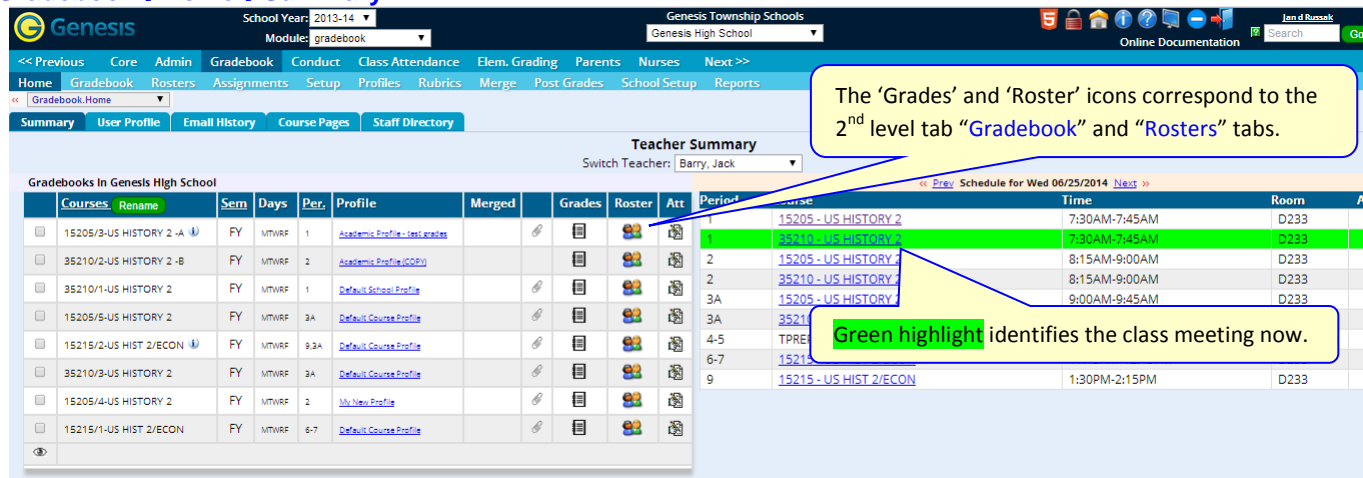


**Figure 1 – The Gradebook→Home→Summary screen provides a list of all your course sections**

## The Home Screen

The Home screen provides a list of your course sections, indicates which are merged with which and gives you a set of icons to access different functions.
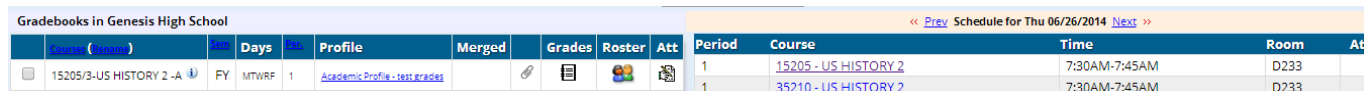


- **Default School Profile** - Name of the Profile controlling this Gradebook. Click to go to the Profile.
- *paperclip* – A Lesson Book is attached. Click the paperclip to go to the Lesson Book for this class.
- **grades** – Click to bring up the grading spreadsheet – the actual Gradebook – for this class.
- **Roster** – Click to bring up the **Gradebook→Roster** screen for this class.
- **Take Attendance** – Click to bring up the **Gradebook→Class Attenance** screen for this class.

**Additional Functions**:
- The ⓘ icon appears when multiple teachers share the same Gradebook. Placing your cursor over the ⓘ displays the names of all the teachers in a tooltip: Gradebook used by Barry, Jack; Barnabe, Charlie
- The ☐ checkbox provides the "hide this Gradebook" function. Gradebooks can be hidden when you do not need to see them. See below for more information.
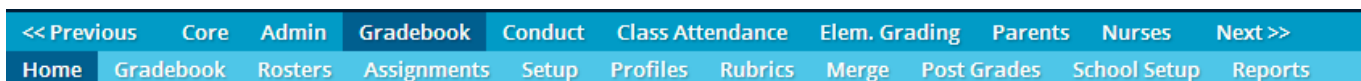


- **Home** – The Home Summary screen, the Course Pages screen, Email list setup and School Directory
- **Gradebook** – The grading spreadsheet.
- **Rosters** – Viewing your class rosters and setting nicknames, putting into work groups, and more.
- **Assignments** – Managing Assignments: modifying, copying, deleting, retrieving, copying from year-to-year.
- **Setup** – Viewing the Final Grade formula for a class, selecting Profiles for classes, sending mass emails.
- **Profiles** – Creating grading schemes and selecting preferences for classes.
- **Rubrics** – Creating and managing Rubrics.
- **Merge – Joining multiple classes into one roster**
- **Post Grades** – Posting Marking Period, Exam and Final Grades to the Report Card system.
- **School Setup** – A restricted set of setup screens you may not see. Access to read-only Gradebooks.

- **Reports – Running Gradebook reports.**

## Hiding Gradebooks

You can hide Gradebook you do not need to see. For example, if you teach class that meet for only part of the school year, you can hide the Gradebooks for those courses when the courses do not meet.
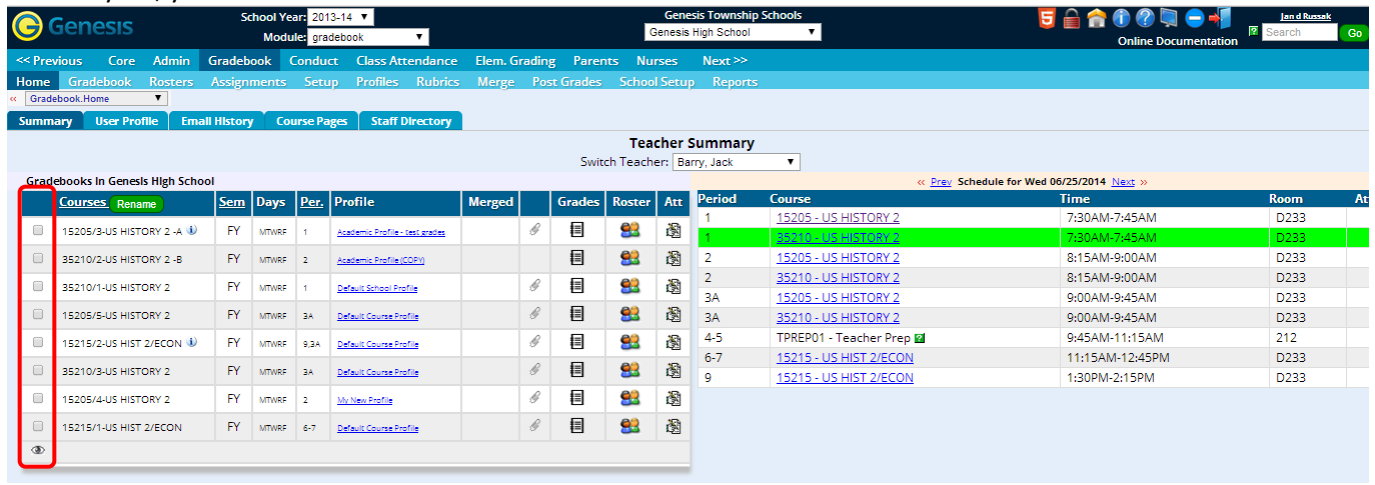


### Procedure to Hide Gradebooks

1. Check the checkbox to the left of the Gradebooks you wish to hide.
2. Click on the 👁 icon at the bottom of the list of Checkboxes.  This saves the check marks and causes the "Show Hidden" control appears in the center of the line just above the list of Gradebooks.
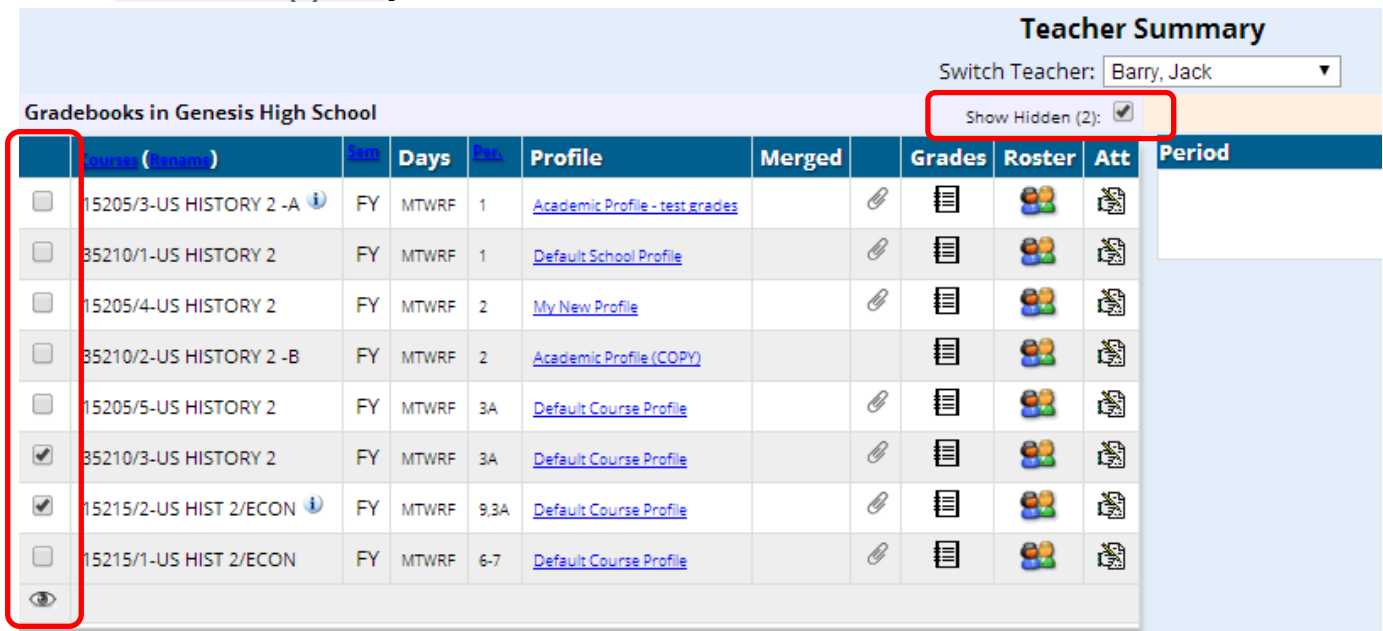




3. When the "Show Hidden" control first appears, the checkbox is checked – and this causes all of your checked Gradebooks to continue to appear in the list.
4. To actually hide the Gradebooks you have checked, *uncheck* the "Show Hidden" checkbox.  As soon as you uncheck "Show Hidden", all of the checked Gradebooks will be hidden and will no longer appear in the list:

5. The "Show Hidden" control indicates the number of Gradebooks that are checked – and thus hidden:
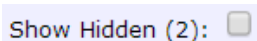


## Procedure to Redisplay (i.e. Unhide) Gradebooks

1. To cause the hidden Gradebooks to re-appear, simply check the "**Show Hidden**" checkbox: 
 . This immediately causes the hidden Gradebooks to reappear
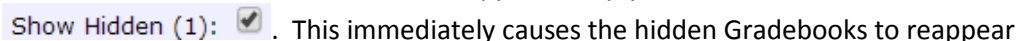
## Procedure to Turn Off the "Show Hidden" Control (i.e. make it go away):

To turn off the "**Show Hidden**" control:

1. First check the "**Show Hidden**" control so that all Gradebooks appear in the list (i.e. none are hidden).
2. Uncheck all Gradebook checkboxes.
3. Then click on the 👁 icon at the bottom of the list of Checkboxes. This updates the check marks – it saves them in their "unchecked" state.
4. Once there are no longer any checked Gradebooks, the "**Show Hidden**" control vanishes.

# Renaming Gradebooks

It is possible rename – or really, nickname – your Gradebooks. When you change the name of a Gradebook in this way, it does not affect anything other than what you see on your Gradebook screens. Student reports, report cards and schedules are not affected in any way: the renaming is just for you, for your convenience.

**Why rename a Gradebook?** – This is for your convenience and aid. Perhaps the name of the course does not completely distinguish it from another course: you can give the courses distinguishing nicknames. You do not need to completely rename a Gradebook. You can simply add a word or code, or change a word, to remind you of what each Gradebook is for.

## Procedure to Rename Gradebooks



1. On the **Gradebook→Home** screen, locate the "**Rename**" control just above your list of Gradebooks.

2. Click **Rename**.  This opens up a text field for each Gradebook.  The text fields contain the current name of the Gradebook.
3. Update the names in the text fields however you wish to.
4. To store the updated/renamed Gradebooks, click the `Save Courses` just below the list of Gradebooks.
5. To cancel the Rename operation (instead of saving), reclick the **Rename** button.  This will close the text fields.

*Procedure to Return Gradebooks to their Original Name (i.e. the Course Name)*
1. On the **Gradebook→Home** screen, locate the "**Rename**" control just above your list of Gradebooks.
2. Click **Rename**.  This opens up a text field for each Gradebook.  The text fields contain the current name of the Gradebook.
3. Click the **Reset** button next to those Gradebooks whose name you wish to 'reset' or return to the original name.
4. Click `Save Courses` to store your changes.

## Determining When Multiple Teachers Share a Gradebook

Multiple teachers may have access to the same single Gradebook.  When multiple teachers are linked to a single Gradebook, an ⓘ icon appears next to the Gradebook's name in the list on the **Gradebook→Home** screen:



To determine which teachers are linked to the Gradebook, place your cursor over the ⓘ icon.  The tool tip lists the linked teachers:



## The Daily Class Schedule

The right half of the **Gradebook→Home** screen contains the selected teacher's schedule:

| Period | Course | Time | Room | Att |
|---|---|---|---|---|
| « Prev Schedule for Thu 06/26/2014 Next » | | | | |
| 1 | 15205 - US HISTORY 2 | 7:30AM-7:45AM | D233 | |
| 1 | 35210 - US HISTORY 2 | 7:30AM-7:45AM | D233 | |
| 2 | 15205 - US HISTORY 2 | 8:15AM-9:00AM | D233 | |
| 2 | 35210 - US HISTORY 2 | 8:15AM-9:00AM | D233 | |
| 3A | 15205 - US HISTORY 2 | 9:00AM-9:45AM | D233 | |
| 3A | 35210 - US HISTORY 2 | 9:00AM-9:45AM | D233 | |
| 4-5 | TPREP01 - Teacher Prep ❓ | 9:45AM-11:15AM | 212 | |
| 6-7 | 15215 - US HIST 2/ECON | 11:15AM-12:45PM | D233 | |
| 9 | 15215 - US HIST 2/ECON | 1:30PM-2:15PM | D233 | |

Course meeting right now.

The schedule defaults to "today's schedule" but you can step through days by using the **Prev** and **Next** buttons:

« Prev  **Schedule for Wed 01/08/2014**  Next »

The "Course" column contains the names of the Gradebooks.  To jump to the **Gradebook→Gradebook** spreadsheet screen of one of the listed Gradebooks, simply click its name.

Occasionally one of the named courses will not be a link:

| 4-5 | TPREP01 - Teacher Prep ❓ | 9:45AM-11:15AM | 212 |
|---|---|---|---|

Placing your cursor on the ❓ icon will bring up a tool tip explaining that, most likely, there is no Gradebook for the unlinked course:

| 4-5 | TPREP01 - Teacher Prep ② | 9:45AM-11:15AM | 212 | |
| 6-7 | 15315 - US HIST 2/ECON | 11:15AM-12:45PM | D222 | |

This course is scheduled but no gradebook exists.  This is often due to no students being scheduled in the course.

## Changing Teachers

Your login maybe connected to multiple "teachers".  This gives you access to the Gradebooks belonging to those teachers.  However, you can only view one teacher's Gradebooks at a time.  On the **Gradebook→Home→Summary** screen there is a "Teacher" drop down:

**Teacher Summary**
Switch Teacher: Barry, Jack
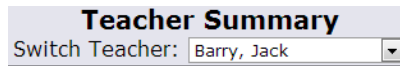
To switch teachers, simply use the drop down to select a different teacher.  This can be done at any time.

## Ordering Gradebook

You can control the order in which your Gradebooks are listed on the screen.  You do this on the User Profile screen.

### Procedure to Order your Gradebooks as you wish

1.  Go to the **Gradebook→Home→User Profile** screen.
2.  At the bottom of the **User Profile** screen, locate the "Gradebook Setup" area. The rightmost column in the list of Gradebooks is the "Sequence number" (Seq) column:
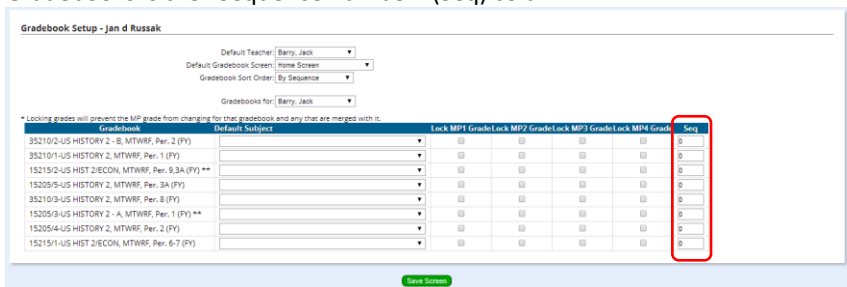


3.  Set the "**Gradebook Sort Order**" parameter to "**By Sequence**".
4.  Put numbers in the "Seq" column – these will cause your Gradebooks to be sorted into numerical order, lowest to highest.   Choose numbers that will put your Gradebooks in the order you wish to see them.
5.  Click [Save Screen].  This sorts your Gradebooks into numerical order.
6.  To change the order, repeat steps 4 &5.  You can do this at any time and as often as you like.

## Merging Gradebooks

Multiple Gradebooks can be merged into a single, combined roster.

**Gradebook→Home→Summary**



To merge two or more course sections, click on the "**Merge**" 2<sup>nd</sup> level tab.
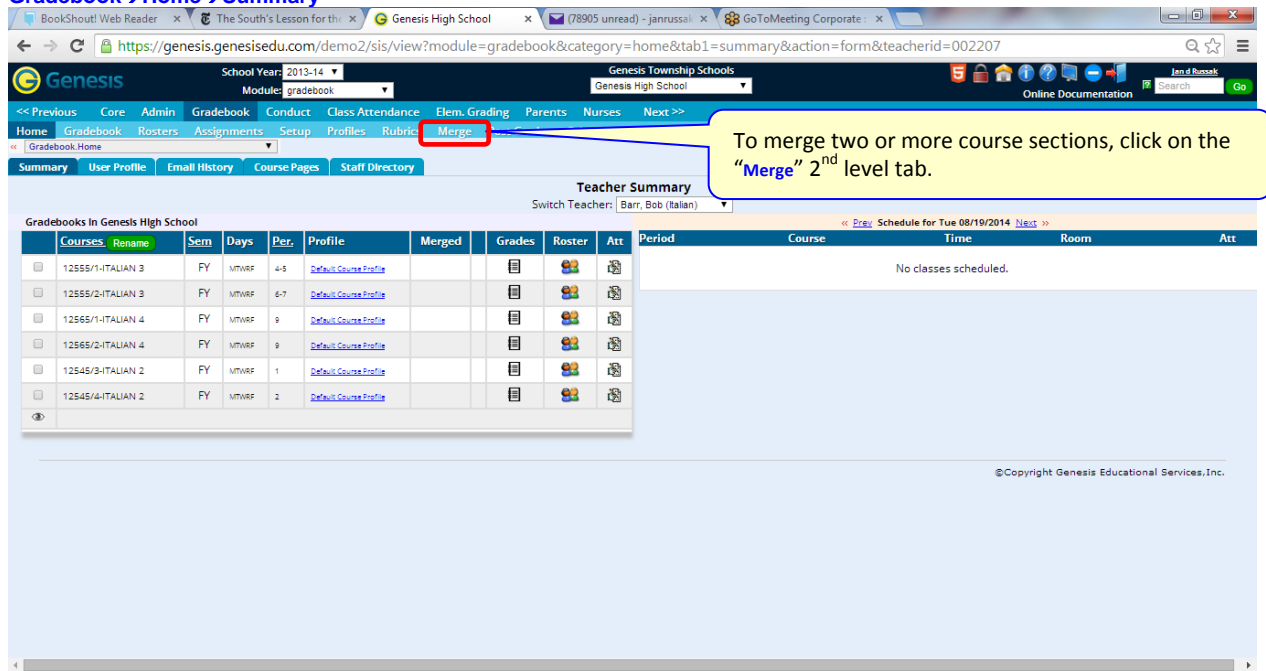
**Why Merge Rosters?**

You will want to merge course rosters if you want two or more course sections to appear on one roster – one list of students – in your Gradebook. The reasons include the following:

- Your inclusion students and your non-inclusion students are in two separate course sections and you want to view them as one, unified course roster.

- You have two or more classes that you wish to treat as one (e.g. a science course section and its corresponding lab course section.

**Restrictions on Merging Rosters**

Rosters can be merged as long as the following are true:

- All the course sections you wish to merge have the same semester code (e.g. both are Full Year courses or both are Semester 1 courses, etc.).

- You have not yet created Assignments in any of the course sections you wish to merge. You cannot merge course sections if you have already created Assignments.

- All course sections you wish to merge use the same Course Profile. You cannot merge courses that are using different Course Profiles.



**Figure 2 – After a Merge, checkmarks indicate the merged classes on your Gradebook→Home→Summary screen**

**Gradebook→Merge**



## Performing a Merge

To merge two or more classes, bring up the **Gradebook→Merge** screen:

1. Pick the "base course section", also called the "Gradebook to Merge" – this is the course section you will merge other course sections into. Which one you pick as the base truly does not matter – but to proceed, you must select one.



This displays the selected course as "**Current Course to be Merged**":



2. Select the course section(s) to merge into the base. These all must:
   a. **Have the same *semester code* (e.g. "FY") as the base class.**
   b. **Use the same *Course Profile* (e.g. "Default Course Profile") as the base class.**
   c. **Have no existing Assignments. If you already created Assignments and deleted them, you must delete them again, out of the Trashcan.**
   d. **Have mutually exclusive rosters (no student is in both/all classes to be merged).**

   **The list of courses to "merge" with are all Gradebooks for all teachers linked to your login id.**

3. **Once you have selected all the gradebooks you wish to merge into one, c**lick **Merge Courses** to perform the merge.

When the merge completes successfully, you will be shown the following confirmation dialog:
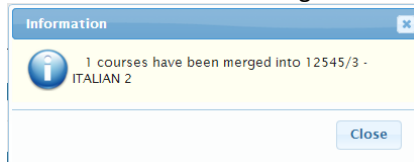


You can now view either the **Gradebook→Home→Summary** or **Gradebook→Merge** screen to see the result of the merge.

On the Gradebook Merge screen, "merged" info is displayed on the right:

NOTE: If the merge failed because one or more of the classes already have Assignments, delete the Assignments. This puts them into the Trash Can. Now you must go to the Trash Can and delete them a second time:

Home   Gradebook   Rosters   Assignments   Setup   Profiles   Rubrics   Merge   Post Grades   School Setup   Reports
«   Gradebook.Assignments (35210/3 - US HISTORY 2) ▾

**Assignment Trash Can**

35210/3 - US HISTORY 2, MTWRF, Per. 3 (FY) ▾

Assignment List | Add Assignment | Bulk Create | Bulk Modify | Bulk Copy | Year to Year | **Trash Can**

This is a listing of all assignments that have been deleted in any of your classes. These can easily be restored by clicking on the right side icon.

| Date Removed | Course ID | Assignment ID | Assignment Name | Column Header | Course | MP | Category | Number of Grades | Restore | Delete |
|---|---|---|---|---|---|---|---|---|---|---|
| 08/13/2012 09:11AM | 4166 | 45001 | Test 1 | Test 1 | 35210/3 - US HISTORY 2 | MP1 | TEST | 0 student grade(s) on record | ↻ | 🗑 |

## Gradebook→Merge

| | 12565/2 - ITALIAN 4 | | FY | 9 | MTWRF | Barr, Bob (Italian) | Default Course Profile | | | | | ↔ | |
| | 12545/4 - ITALIAN 2 | | FY | 2 | MTWRF | Barr, Bob (Italian) | Default Course Profile | ✓ | janr | 08/19/2014 04:54:39PM | ✓ | ↔ | |
| | 14176/7 - *BIOLOGY HON | | FY | 6,7 | MTWRF | Abersone / Adlesh | Default School Profile Adlesh, Dave | | | | | | |

> This course was merged with the current 'base' course.

## Breaking a Merge: Separating Merged Rosters

| | 12565/1 - ITALIAN 4 | FY | 9 | MTWRF | Barr, Bob (Italian) | Default Course Profile | | | | | |
| | 12565/2 - ITALIAN 4 | FY | 9 | MTWRF | Barr, Bob (Italian) | Default Course Profile | | | | | |
| | 12545/4 - ITALIAN 2 | FY | 2 | MTWRF | Barr, Bob (Italian) | Default Course Profile | ✓ | janr | 08/19/2014 04:54:39PM | ✓ | ↔ |
| | 14176/7 - *BIOLOGY HON | FY | 6,7 | MTWRF | Abersone / Adlesh | Default School Profile Adlesh, Dave | | | | | |
| | 27015/2 - PHYS ED 1 | FY | 3A | MTWRF | Autry / Abernathy | Default Course Profile Abernathy, Ted | | | | | |
| | 22415/2 - GRAPHIC ARTS 1 | FY | 2 | MTWRF | Aardsma, David | Default Course Profile Aardsma, David | | | | | |
| | 22415/3 - GRAPHIC ARTS 1 | FY | 3A | MTWRF | Aardsma, David | Default Course Profile Aardsma, David | | | | | |

Remove Course Merge

Merged rosters can be separated as long as you have not yet created Assignments in the combined course roster. You cannot break a merge if you have already created Assignments.

You have not yet created Assignments you can break the merge without any repercussions.

1. Select the same "base Gradebook" you used to create the merge.

**Switch Gradebook to Merge**

▾

This displays the selected Gradebook as "**Current Course to be Merged**":

Current Course to be Merged:

| Select | Course | Semester | Periods | Days | Teacher | Profile | Merged | Merged By | Merged Date |
|---|---|---|---|---|---|---|---|---|---|
| ✓ | 12545/3 - ITALIAN 2 | FY | 1 | MTWRF | Barr, Bob (Italian) | Default Course Profile | | | |

2. The Gradebooks that are merged into the selected "base Gradebook will be identified by having Break Merge" icons (↔) at far right:

| | 12565/1 - ITALIAN 4 | FY | 9 | MTWRF | Barr, Bob (Italian) | Default Course Profile | | | | | |
| | 12565/2 - ITALIAN 4 | FY | 9 | MTWRF | Barr, Bob (Italian) | Default Course Profile | | | | | |
| | 12545/4 - ITALIAN 2 | FY | 2 | MTWRF | Barr, Bob (Italian) | Default Course Profile | ✓ | janr | 08/19/2014 04:54:39PM | ✓ | ↔ |
| | 14176/7 - *BIOLOGY HON | FY | 6,7 | MTWRF | Abersone / Adlesh | Default School Profile Adlesh, Dave | | | | | |
| | 27015/2 - PHYS ED 1 | FY | 3A | MTWRF | Autry / Abernathy | Default Course Profile Abernathy, Ted | | | | | |
| | 22415/2 - GRAPHIC ARTS 1 | FY | 2 | MTWRF | Aardsma, David | Default Course Profile Aardsma, David | | | | | |
| | 22415/3 - GRAPHIC ARTS 1 | FY | 3A | MTWRF | Aardsma, David | Default Course Profile Aardsma, David | | | | | |

Remove Course Merge

3. To break the merge, simply click on the "Break Merge" icon (↔) at the far right. A confirmation dialog is displayed:

The page at https://genesis.genesisedu.com says:   ×

Are you sure you would like to break this merge?

OK   Cancel

4. To continue and perform the "unmerge", click the OK button. When the "break merge" operation completes successfully, you are shown the following confirmation dialog:

**Information**   ✕

ⓘ   The merge has been removed.

Close

# Preferences

## Personal Preferences

## Gradebook Preferences

The lower portion of the **Gradebook➔Home➔User Profile** screen contains the list of your Gradebooks for the current school year. You can place them into any order you like and you can select a default "Standard Subject" for each Gradebook.

- Set the default "Teacher"
- Select your default Gradebook Screen
- Set the sort order for your Gradebooks

Gradebook sort order options include:

- **By Period** – Sorts the Gradebooks strictly by their period number (the period of the day in which they meet). If your school has no periods, or none have been set for your Gradebook, this option will not work.
- **By Course Name** (i.e. by course or subject name) – Sorts the Gradebooks alphabetically by their name.
- **By Semester, Period** – Sorts your Gradebooks first by their semester code (e.g. FY, S1, S2) and then by their period.
- **By Sequence** – This sorts your Gradebooks by the sequence numbers you select. That is, you can put the Gradebooks in exactly the order you want.

### Ordering Gradebooks – Sort Options for your Gradebooks

Gradebooks can be listed on your **Gradebook➔Home** screen in any way you desire. The "Seq" numbers control the order that the Gradebooks are displayed in, when the "**Gradebook Sort Order**" drop down is set to "**By Sequence**".

### *Procedure to put your Gradebooks in exactly the order you want*

This allows you to specifically choose exactly the order your Gradebooks will be listed in on the **Gradebook➔Home➔ Summary** screen and in every "**Gradebook**" drop down on every screen.

1. Go to the **Gradebook➔Home➔ User Profile** screen.
2. Set the "**Gradebook Sort Order**" drop down is set to "**By Sequence**".
3. Put numbers in the "**Seq**" fields. Order these in the same order you wish the Gradebooks to appear in.
4. Click **Save Screen**.

### *Procedure to Choose Other Sort Orders for your Gradebooks*

This allows you to specifically choose exactly the order your Gradebooks will be listed in on the **Gradebook➔Home➔ Summary** screen and in every "**Gradebook**" drop down on every screen.

1. Go to the **Gradebook➔Home➔ User Profile** screen.
2. Select the "**Gradebook Sort Order**" drop down to whichever option you desire:
   - **By Period** – Sort Gradebooks by period
   - **By Course Name**– Sort the Gradebooks alphabetically by name.
   - **By Semester, Period** – Sorts your Gradebooks by semester code and period.
   - **By Sequence** – Sort your Gradebooks as you choose.
     - If you chose "**By Sequence**", put numbers in the "**Seq**" fields.
3. Click  Save Screen .

### *Procedure to Choose Other Sort Orders for your Gradebooks*

# Course Roster



## The Student Roster Setup Screen

This screen lets you set up your Class Roster:

| ID | Student Name | Gr | Gradebook ID | Gradebook Name | Grp | Status | Accept | Show | Responsible Teacher |
|----|--------------|----|--------------|----------------|-----|--------|--------|------|---------------------|
| 1004137 | Abernathie, Arlo Perry | 10 | 1004137 | Abernathie, Arlo Perry * | G ▼ | ACTIVE on 01/29/12 | ☑ | ☑ | All teachers ▼ |
| 235638 | Baker, Christine Julie | 10 | 235638 | Baker, Christine Julie | Y ▼ | ACTIVE on 01/24/13 | ☑ | ☑ | All teachers ▼ |

- Turn off the "*New*" marker next to all students in the class
- Hide dropped students from the Class Roster screen
- Give students nicknames for the Class
- Give students "Gradebook Id" or class Id numbers.
- Assign students to a Workgroup, if you are using and have setup Workgroups
- If multiple teachers are responsible for a (combined) course roster, you can designate which students are the responsibility of which teacher.

### Turn Off the "*New*" Indicators

1. Click the "**Accepted**" column header to toggle all the "Accepted" checkboxes to "checked"  - or –
2. Check just the checkboxes in the "Accepted" column for the students whose "*New*" marker you wish to turn off.
3. Click "**Save**" to save the changes.

### Hide Dropped Students on Gradebook Screen

If you hide a dropped student, you will not be able to enter grades for that student.  If you allow a dropped student to remain visible, you will continue to be able to enter grades for them.

1. Uncheck the "Show" checkboxes for the students you want to hide. (Any student can be hidden from the Spreadsheet – it is actually not limited to dropped students).
2. Click "**Save**" to save the changes.

### Give Students "Nicknames" for this Gradebook (i.e. this Class)

1. Edit the students' "**Gradebook Name**" fields. For example:
   a. Abbreviate extremely long names (especially if the names cause formatting problems on the Class Roster screen).
   b. Record student's preferred nicknames
   c. Prefix student last names with a "z" to cause them to sort alphabetically to the bottom of the list
2. Click "Save" to save the changes.

### Give Students "Class Ids" for this Class

1. Edit the students' "**Gradebook Id**" fields. You can either:
   a. Pick numbers your self
   b. Use the "Starting Ids Number" field at the upper right of the screen. Enter the starting Id number for the class and click "Go"
2. Click "Save" to save the changes.

### To randomize the Gradebook Ids, do the following:

1. On the **Gradebook→Gradebook** screen, click the "Id" column header. This sorts the students by their District Student Id – that is, it sorts them more or less randomly.
2. Then, click on the Active Students label to bring up the Class Roster screen.
3. *Now,* generate Id numbers using the "Starting Ids Number" field at the upper right of the screen. Enter the starting Id number for the class and click "Go"
3. Click "Save" to save the changes.

### Assign Students to a Workgroup

The drop down boxes for Workgroups appear when at least one Workgroup has been defined in the Gradebook's Profile. Once at least one Workgroup exists, you can assign students to Workgroups:

1. First you must set up Workgroups on the **Gradebook→Profiles→Workgroup** screen of the *Profile* assigned to this class roster (see Pages below)
2. Assign students to a Workgroup in the "Grp" column
3. Click "**Save**" to save the changes.

### Assign Teachers Responsibility for Students in the Class Roster

If multiple teachers are assigned to a single class roster, you can (but do not have to) specify which teacher has responsibility to grade which students.

1. In the "Teacher Responsibility" column on the far right of the screen, select which teacher has grading responsibility for each student.
2. Click "**Save**" to save the changes.

The callout in the image reads: "Students appearing in olive background at the bottom have dropped the class."

## Responsible Teacher Settings

The notion of the "Responsible Teacher" is how you assign students to one single teacher when multiple teachers share a single Gradebook.

When the "Responsible Teacher" drop down is set to "All teachers", all of the teachers sharing the Gradebook can see the student on all screens, including the spreadsheet screen, the Roster screen and the Grade Assignment screen. When the Responsible Teacher drop down for a student is set to a specific teacher, only that one teacher can see the student on the spreadsheet and the Grade Assignment screen.

### *What does "Responsible Teacher" do?*

Setting "Responsible Teacher" for a Student to one specific teacher means that *only that one teacher* will be able to see the student on the **Gradebook➔Gradebook** spreadsheet screen and the **Gradebook➔Grade Assignment** screen. The student will not appear for the other teachers linked to the Gradebook.

The feature is only useful if there are multiple teachers linked to one Gradebook. This situation is indicated by the appearance of the icon on the spreadsheet. The tooltip for the icon identifies which teachers are linked to the Gradebook:

## Gradebook – Lesson Planner Integration

## Getting Started

### The Home Summary Screen

## The Gradebook Spreadsheet

**Gradebook➔Gradebook**



**Figure 3 The 'Assignment spreadsheet' displays all Assignments for the Selected Marking Period**

### Modes of the Gradebook➔Gradebook Spreadsheet screen

The spreadsheet screen has multiple modes:

1.  **Assignments** – This is the standard Gradebook "grading spreadsheet".  This is the usual mode.
2.  **Attendance** – Class Attendance mode shows every day of a Marking Period as a column on the spreadsheet and allows you to see who has been absent/tardy on each day.
3.  **Seating Chart** – Displays a seating chart that can be used to take attendance and can be printed.
4.  **Assessments** – Shows Assessment scores for all students on your roster.
5.  **Standards** – Displays how students are doing vs. specific Standards.
6.  **Documents** – This is a non-student screen that lists curriculum documents stored in the class section.

The "Assignments" mode is the default for this screen.  Class Attendance and the Seating Chart will be discussed in later sections of this guide.

### Selecting the Marking Period and the Current Course



- Selecting the teacher – If your login is linked to multiple "teachers" the teacher selector ![Barry, Jack] lets you select the 'current teacher'.  Click on the selector (![Barry, Jack]) to change the selected teacher.
- Selecting the 'Current Marking Period' – There are 4 Marking Period tabs (if you are on a 2 Semester/4 Marking Period year) and a 'Year Summary' tab:



When you first login, the Gradebook always opens in whichever Marking Period is the 'current' Marking Period.  If today is in Marking Period 3, the ![MP3] tab will automatically be selected when you enter the Gradebook.

- Selecting the Current Course – The 'Course' selector allows you to pick the class you want to work on:

  15205/3 -US HISTORY 2 -A, MTWRF, Per. 1 (FY) **

  The courses in this selector will change depending on which Marking Period is selected.   Click on the selector to display all the courses for the selected teacher.
- Filtering the visible Assignments – The "Assignment Filter" selector [ Assignment Filter ] allows you to choose which Assignments are visible in the spreadsheet.  This is described below.

## Filtering Assignments: Controlling the Assignments showing on the Spreadsheet

The "Assignment Filter" selector [ Assignment Filter ] allows you to control which Assignments are visible in the spreadsheet:



Filters can be used in various combinations:



- Categories – Categories are things like 'Homework', 'Quiz', 'Test', 'Class Project' – the types of Assignments you will give your students.  These are setup on the **Gradebook→Profiles→Categories** screens (see below).
  - All your Categories are listed - You can select one Category or "All Categories"
  - If you select one Category:
    - Only the Assignments for that Category are displayed.
    - The "MP Average" column shows students' averages for Assignments of that one Category.
- **Units –Class 'units', or the sections into which you divide your courses.**
  - The use of Units is not required.
  - If you choose to use Units, you can create them, modify them and delete them via the **Gradebook→Profiles→Units** screens.   All Units you have created are listed.
  - Selecting one Unit will show *only* the Assignments linked to that one Unit in the spreadsheet.  When one Unit is selected, the "MP Average" column will show the MP average *for that one Unit*.  That is, it will show an "MP Unit Average".

- Hidden Assignments – Assignments can be hidden from the spreadsheet.   The "Show Hidden Assignments" filter will display all Assignments that are normally hidden.
- Clearing your filters – When you select "Clear All Filters" from the Filter Selector, all filters are turned off and all normally visible Assignments are displayed on the spreadsheet:  normally hidden Assignments are not displayed.

## Screens of the Gradebook Spreadsheet
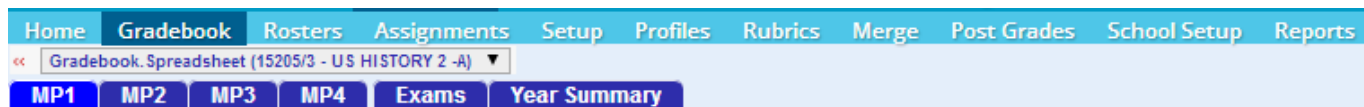


- Each Gradebook has one Marking Period tab for each Marking Period during which the class meets. If the class only meets for one Quarter (e.g. **MP2**), there will only be one Marking Period tab showing. If the class meets for two Marking Periods, only two Marking Period tabs will show. If the class meets for the whole year, all 4 Marking Period tabs will show.
- If your school collects MidTerm, Final or other Exam grades and prints these on Report Cards, there will be an **Exams** tab present. If your school does NOT collect exam grades, the **Exams** tab will not appear.
- The **Year Summary** screen is always present and sums each student's performance for the year. This screen has all of the Marking Period averages the students have been accumulating and all of the Report Card Marking Period grades you have posted. It also contains a Projected Final Grade for each student:



Each grading collection (e.g. MP1, MP2) has three pieces of data in it: The student's Gradebook Marking Period average for the MP, the grade that was actually posted to the Report Card system, and codes for the Comments that were posted to the Report Card.



If you place your cursor over the Comment code, the tooltip will display the text of the Comments:
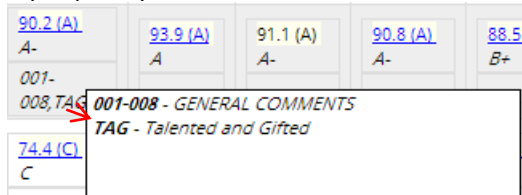


## The Year Summary Screen and Students Below Minimum Marking Period Grades

The **Gradebook→Gradebook→Year Summary** screen also indicates when students are below the minimum grade for the Marking Period allowed by the school's grading system. Minimum and maximum Marking Period grades for students are specified by the school. Students whose Marking Period average is currently below the school minimum for the Marking Period have their Marking Period displayed in red font on the **Year Summary** screen. The cursor tool tip placed on the average describes the issue:

## Other Features on the Gradebook Spreadsheet

**Gradebook→Gradebook**



### Sorting the Class Roster

There are 4 column headers that will sort the list of students in the roster.  Repeatedly clicking the same column header toggles the direction of the sort.  Whatever sort you choose, it is used on every screen for the rest of your Gradebook session.



- o   The '**ID**' column header – this sorts the student numerically by their id.   This is whatever appears in their Gradebook id field of the Roster screen.
- o   The '**Name**' column header – sorts the students alphabetically by their names.  This is the usual, default sort. Click it repeatedly to change the direction of the sort (Ascending:  A to Z  or Descending:  Z to A).
- o   '**G**' column header – This column only appears if you have created Workgroups.  Clicking on the column header will sort the students by their Workgroups.
- o   **MP Grade** – This column will sort the students by their current Marking Period averages.  Click repeatedly to toggle the direction of the sort.

### Sorting Assignments

The Assignments are initially sorted by the sort you selected on your **Gradebook→Setup→Preferences** screen.  You can change the sort 'on the fly' by clicking one of the 4 radio buttons at the lower right of the screen.

Sort by:
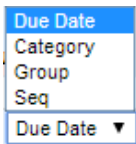
o **Due Date** – Sort by Due Dates without regard to any other information
o **Categories and then due date** – Sort by Category first and then due date. This groups the Assignments first by Category.
o **Workgroups and then due date**
o **Sequence #s** – Sort by Sequence # without regard to due date.

In addition, sorts can either be in *ascending* or *descending* order. For example, in *ascending* order and 'sort by date', the Assignment with the earliest due date is the leftmost date and Assignments with the latest due date appears at right. In *descending* order newest Assignments are inserted on the left.


## Showing Hidden Assignments

The "**Show Hidden**" filter allows you to temporarily display the Assignments you have flagged as not being 'for the Gradebook' (that is, those Assignments you have 'hidden' from yourself). Use the "show hidden" entry in the Filter selector to display 'hidden' Assignments. See "Filtering Assignments" above.


## Display Assignment Grades as Percentages or as Scores

Assignment grades default to being displayed as the percentage of points the student has earned but the "raw scores" can optionally be displayed. For example, if an assignment is worth 50 points, and the student earns 45 points, showing the score as a percentage will cause a "90%" to be displayed as the Assignment grade. If scores are supposed to be displayed, the "45" itself appears.


### Choosing is done via a "Quick Link"
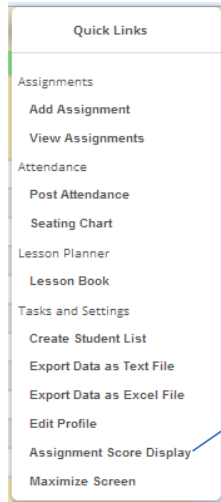
The "Assignment Score Display" Quick Link displays a popup that allows you to choose whether to show the "score" vs. the "average" (which means the percentage).
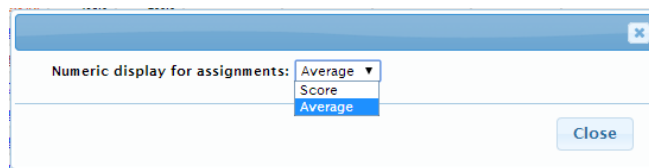
Select either "Score" or "Average" ("Average" is the default). Click **Close** to dismiss the popup.


## Spreadsheet Modes

The spreadsheet has various modes. The primary mode is the standard "Gradebook spreadsheet" module. There are other modes available, up to six of them:

o **Regular Grading Spreadsheet** – The normal spreadsheet
o **Class Attendance -** On this spreadsheet each column represents one day of attendance in the class.
o **Seating Chart –** This is a configurable seating chart that also allows you to take Class Attendance.
o **Assessments –** This displays "Data Views" of Assessment scores for the students on your roster.
o **Standards –** This mode allows you to analyze how students are performing against Standards.
o **Documents –** This is a repository for curriculum documents associated with the course itself. It contains no student-specific information.

**Each of these modes will be covered in a separate section below.**

## Quick Links

Quick Links

Assignments
  Add Assignment
  View Assignments
Attendance
  Post Attendance
  Seating Chart
Lesson Planner
  Lesson Book
Tasks and Settings
  Create Student List
  Export Data as Text File
  Export Data as Excel File
  Edit Profile
  Assignment Score Display
  Maximize Screen
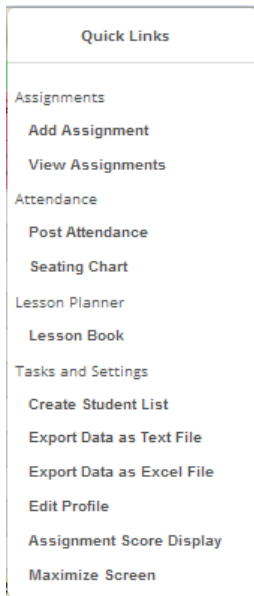
# Assignments

## Creating Assignments

### Creating Individual Assignments

### Mass Creating Assignments

## Grading Assignments

## Grading Types

### Numeric Grading

### Rubric Grading

### Alpha (Letter) Grades

### Checkmarks

### O-S-U Grading

**Pass-Fail**


**Custom Grades**


**Preset Points**



# Gradebook Profiles – Grading Preferences


## The Default Course Profile

**Gradebook→Profiles**



## Introduction to Course Profiles

Course Profiles hold all the settings for your courses:

- How to grade the course (basic grading preferences)
- What the grades are worth (grade values)
- What categories you use (Homework, Tests, Quizzes, Projects, etc.)
- How the course is divided up (Course Units)
- Whether or not to use Workgroups (sub-groups of students)

You must set up your profiles and assign them to your classes.


## The Default Course Profile

Initially, you have one course profile, the "Default Course Profile" and all your courses are assigned to use it.  It contains all the basic settings specified for your school.

You can create as many additional profiles as you wish and alter any of the settings.  To create a new course profile, you must copy an existing one.  To create your first customized course profile, make a copy of the Default Course Profile.

# Copying and Renaming (and Deleting) Course Profiles

**Gradebook→Profiles**
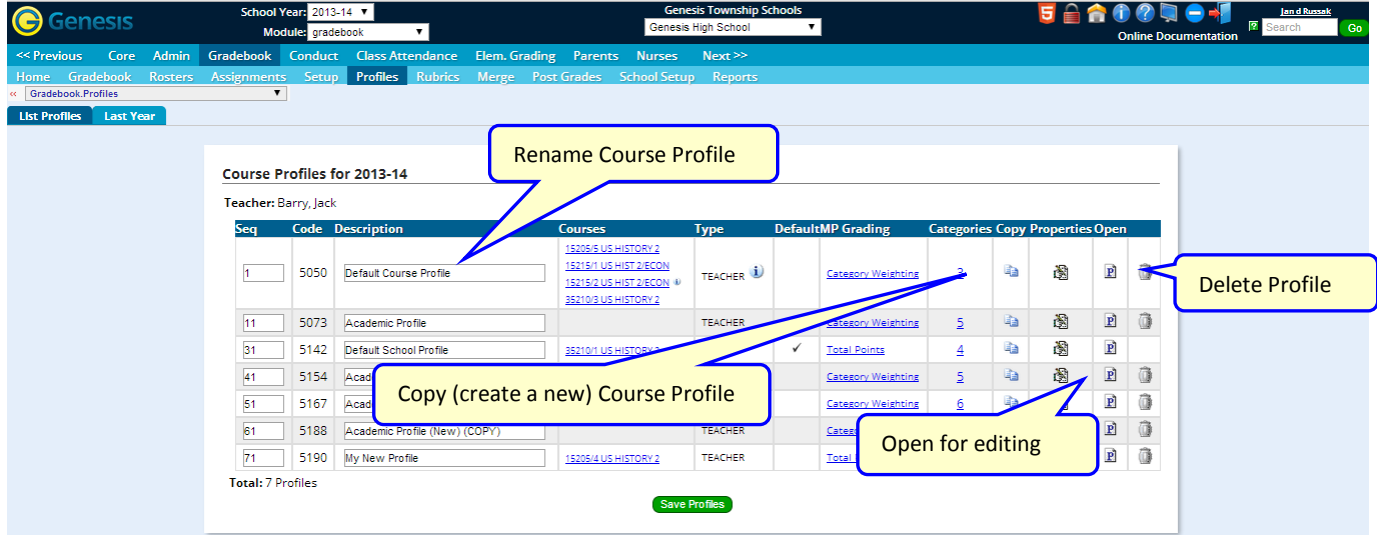


**Figure 4 – Course Profiles list**

## Copying and Renaming Course Profiles

The only way to make a new course profile is to copy an existing one.  The "Copy Profile" icon makes a copy of the profile.  The name of the copied profile is always the name of the old profile with "(COPY)" tacked on to it.  If you copy the Default Profile, the name of the copy is "Default Course Profile (COPY)" – as you can see in Figure X above.  Of course you will want to rename your copied profiles.

## Copy a Profile

To copy a profile, simply click on the "Copy Course Profile" icon button.  The profile is immediately copied and the name of the copy is automatically assigned.

## Renaming Copied Profiles

To rename a copied profile, click on the "Rename" icon button.  This will bring up the Rename Profile screen.

## Deleting a Profile

The Default Course Profile cannot be deleted, but all other Course Profiles can be.  To delete a Course Profile, click on the **Delete** "trashcan" icon at the far right side of the line.

**Rename a Profile**
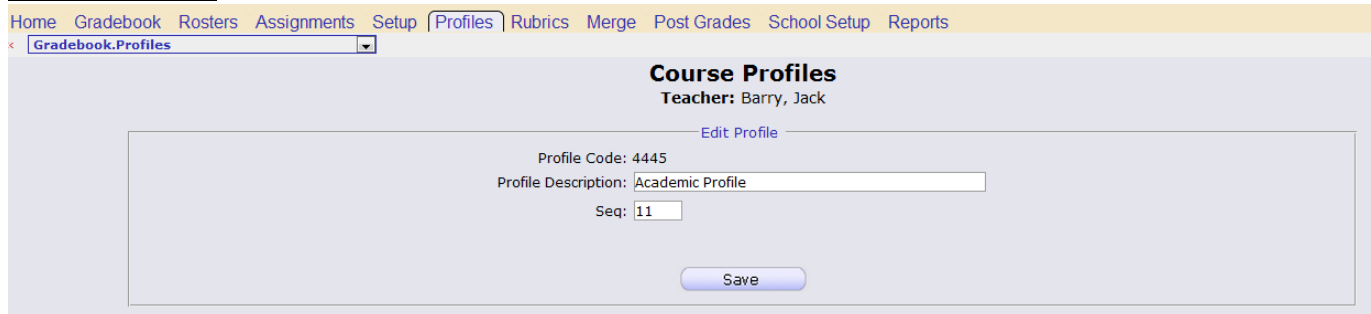


**Figure 5 – The "Rename" Course Profile Screen**

## Renaming the Profile

To rename the profile, enter a new description.  Then click **Save**.  You can also edit the "Sequence number" of the course profile.  The sequence number is used to sort the profiles in the list of course profiles.   Changing it may change the position of this course profile in the list of profiles on the **Gradebook→Profiles** screen.

## Copying Prior Year Profiles to the Current School Year

**Gradebook→Profiles→Last Year**

## Editing Course Profiles

This is where you make the most important decisions about using your Gradebook:  *How to Grade your Courses*

- Choose your basic "Grading Style":  Total Points or Weighted Categories.  Weighted Categories is the default.
- Setup your Categories (e.g. Homework, Tests, Projects, etc.)
- Adjust Grade Values so that they work for you
- Create your class "Units" (e.g. 'Chapter 1', 'Chapter 2')
- Set up Workgroups

## Gradebook Preferences: Choosing Your Basic Grading Scheme & Display Choices

**Gradebook➔Profiles➔Modify Profile➔Preferences**
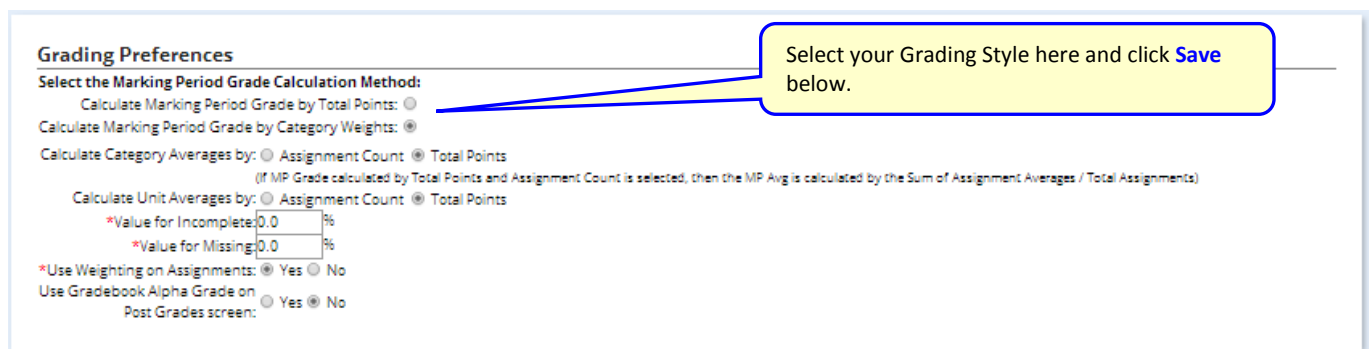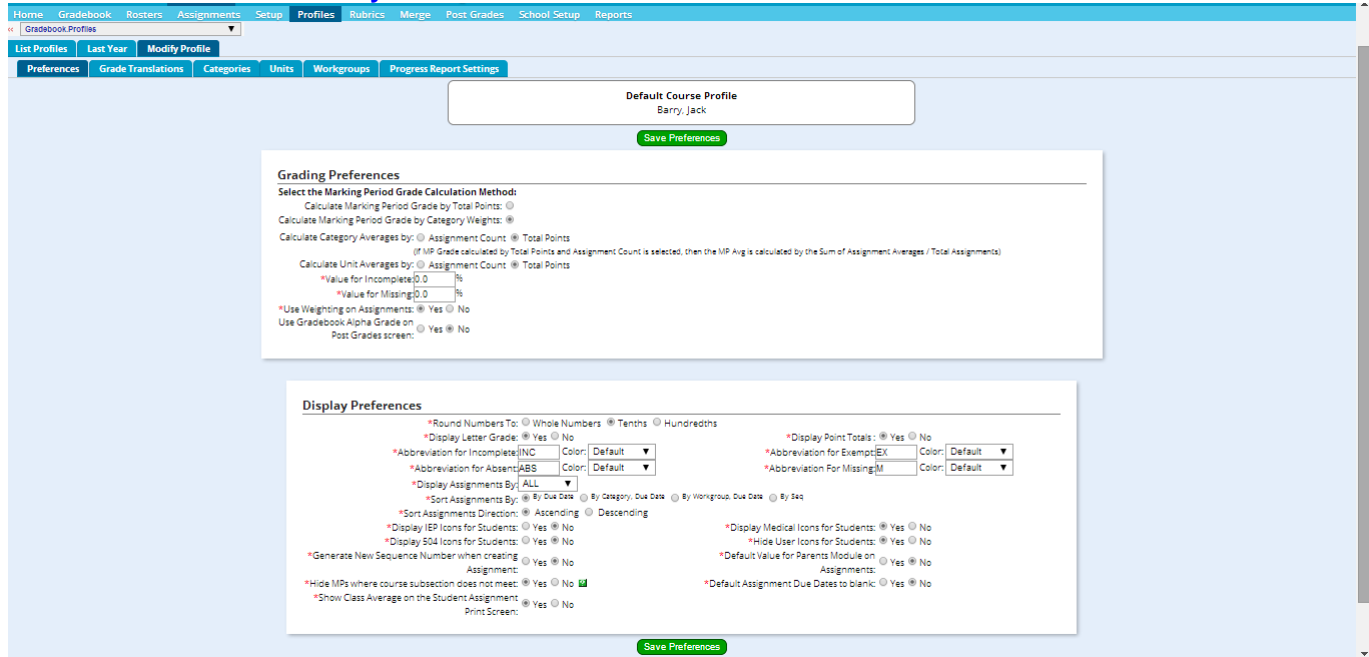




**Figure 6 – Top half of Gradebook➔Profiles➔Preferences screen**

### Select Your Basic Grading Style

1. Click on the **Gradebook➔Profiles** tab
2. Click on the "P" icon for the Profile you wish to edit.  This brings up the Preferences screen for the selected Profile.
3. Select the Grading Style – either "**Total Points**" or "**Category Weights**"
4. If you selected "Category Weights", also select how to calculate the Category Averages:
5. Select "**Calculate Category Averages by**" either
   a. **Assignment Count** – this means "Simple Score Average": An average of all Assignment grades.

b.    **Total Points** – Sum earned points and divide by the sum of attempted points.
6.    Click **Save** (you will need to scroll to the bottom to find the Save button).

The default Grading Style is "Category Weights".  If you want to use Total Points, you ***must*** change the setting

## Display Preferences



### *Select the Sort for your Assignments on the Class Roster Spreadsheet Screen*

1.    On the **Gradebook➔Profiles➔Modify Profile➔Preferences** tab for the selected Profile, scroll to the bottom (see Figure X below).
2.    Select your choice of the four Sort Assignments options:
      a.    **By Due Date**, **By Category**
      b.    **Due Date**, **By Workgroup**
      c.    **Due Date**
      d.    **By Seq**
3.    Click **Save.**

The default sort is "**By Due Date**" (choice C above).

# Setting up Assignment Categories

**Gradebook→Profiles→Modify Profile→Categories**

| | | Description | MP1 | | MP2 | | MP3 | | MP4 | | Grade Type | Pts | Background | Font | Preset | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | MP % | Dropped | MP % | Dropped | MP % | Dropped | MP % | Dropped | | | | | | | | |
| 1 | HW | Homework | 25.0 | 3 ▼ | 25.0 | 0 ▼ | 10.0 | 0 ▼ | 15.0 | 0 ▼ | Preset Points ▼ | ✓ | #cc00cc | #ffffff | 200.0 Allow preset below 0: ☐ | | 🗑 | |
| 2 | QUIZ | Quizzes | 30.0 | 0 ▼ | 30.0 | 0 ▼ | 40.0 | 0 ▼ | 25.0 | 0 ▼ | Numeric ▼ | 100 | #ffeebb | #000000 | ✓ | | 🗑 | |
| 3 | TEST | Tests | 30.0 | 0 ▼ | 30.0 | 0 ▼ | 30.0 | 0 ▼ | 35.0 | 0 ▼ | Numeric ▼ | 100 | #ffeebb | #000000 | ✓ | | 🗑 | |
| 13 | CP | Class Projects | 15.0 | 0 ▼ | 15.0 | 0 ▼ | 20.0 | 0 ▼ | 25.0 | 0 ▼ | Alphabetic ▼ | 250 | #00e2ff | #000000 | ✓ | | 🗑 | |
| 23 | INFO | INFO | 0.0 | 0 ▼ | 0.0 | 0 ▼ | 0.0 | 0 ▼ | 0.0 | 0 ▼ | Not Graded (Text) ▼ | 100 | #cc0099 | #ffffff | ✓ | | 🗑 | |
| | | **Totals:** | 100.0% | | 100.0% | | 100.0% | | 100.0% | | | | | | | | | |

**Academic Profile**
Barry, Jack

**Add New Category**

**Save Categories**

## Categories

- You are initially given the 3 *sample* Categories of Homework, Test and Quiz.  You may keep, modify or delete these as you like and add an unlimited number of additional Categories.   Your school or district may deny permission to do some of these things.  This is a local policy decision.

- Categories *must* be setup regardless of whether you use Weighted Categories or Total Points as your basic grading scheme.

- You can create *absolutely any* Categories you wish (permissions permitting):  The most common Categories include:
  - Homework
  - Quizzes
  - Tests
  - Class Projects
  - Class Participation
  - Presentations

- Categories can be color-coded – Color coding your Categories allows for easy, quick identification of Assignments on the Class Rosters spreadsheet screen.  For your convenience a color codes chart is included in this document.

- Categories can be sub-divided and sub-Categories added.

## Adding a Category

**Gradebook→Profiles→Modify Profile→Categories**



## *Procedure to Add a New Category*

1. Click on the Gradebook→Setup tab
2. Click on the Categories 3rd level tab.
3. Click on the Add New Category button. This brings up the "Add Category" dialog:



4. Fill in the required information:
   - Category Code – a short, unique abbreviation for the Category (e.g. "HW" for Homework or "PJ" for Projects)
   - Category Description – A brief description. E.g. "Homework", "Projects"
   - Select a default grading type. This is the grading type you would ordinarily use for Assignments in this Category.



5. Click the Create button. This adds the new Category to the list:



6. You can now modify the other parameters of the Category. Use the "Modify Category" procedure below.

## *Procedure to Modify a Category*

1. Click on the Gradebook→Setup→Profiles tab.
2. Click on the Categories 3<sup>rd</sup> level tab.  This displays your list of Categories.  You can edit the Categories directly on this screen:



You can update the following fields for one or more Categories:

- A "Sequence number" for the Category – this positions the Category in the list of Categories.  Categories are sorted by their sequence numbers, not by their name or code.
- **Marking Period settings**:
  - If you are using Category Weights, specify how much this Category is worth in each Marking Period.
  - You can specify to 'auto-drop' up to 5 grades in each Marking Period for each Category.  This will automatically drop up to the 5 worst scores that each student has for Assignments in this Category the selected Marking Period.
- Specify a default "**Grading Type**" for Assignments of this Category.  This Grading Type is automatically selected for when Assignments are created in this Category.  It can be overridden when actually creating Assignments.
- Specify a default "**maximum score**" for Assignments of this Category.  E.g. 25 points.  This is the default "maximum points" that automatically come up for Assignments in this Category.  It can be overridden when actually creating Assignments.
- Select a Color Scheme:
  - Background – 6 character hexadecimal code giving the color
  - Font – 6 color hexadecimal code giving the color

- The "Preset Earned Points" field.  This is only turned on if the default Grading Type you have selected for the Category is "Preset Points".  It is used EXCLUSIVELY with "count down Categories" and should never be used for any other purpose.

3. Click [Save Categories] to store all your changes.

## Remove a Category

**Gradebook→Profiles→Modify Profile→Categories**



Delete Trashcan Icons – click to delete the Category

### Procedure to Remove a Category

1. Open a Profile for editing and go to the Categories screen of the Profile.
2. Select the Category you want to remove (that is, permanently delete)
3. Click the "Delete" trashcan icon on the right side of the Category's line.   This brings up a warning and also tells you how many Assignments are using this Category:
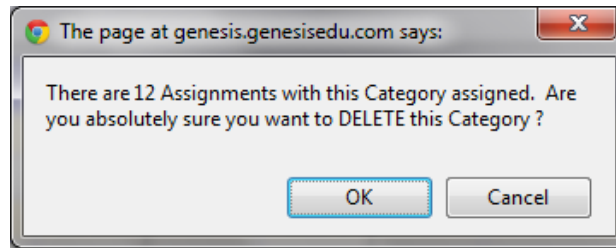
4.    Click "OK" to proceed and delete the Category – or click "Cancel" to abandon the delete

There is no UNDO for removing a Category

## Modifying Categories



The Category's settings, including its Category Weight and color scheme, can be directly modified on the screen.

To sub-divide the Category, click the "sub-divide" icon for the Category.

### Editing Sub-Categories

Sub-Categories cannot be directly edited.  They inherit the default Grading Type, maximum points and other settings of their parent Category.  To change the name, percentages and color schemes for sub-Categories, click on the "Sub-Divide Category" icon for their parent Category.

### *Procedure to Modify a Category*

1.    Click on the **Gradebook→Profiles** tab
2.    Select a profile and click on the "P" (change settings) icon.
3.    Click on the Categories 3rd level tab

4.    You may update any or all of the following fields:



   - **Sequence** –The Category's sequence # - this positions the Category in the list.  Categories are sorted exclusively by their sequence numbers, not their names or codes.
   - **Category Description** – A brief description.  E.g. "Homework", "Projects"
   - **MP** Settings –
       o   **Category Weight** of this Category in each Marking Period.
       o   "**Drop Worst**" setting
   - **Default grading type**.  This is the grading type you would ordinarily use for Assignments in this Category.
   - Default "**maximum score**" for Assignments of this Category.  E.g. 25 points.
   - "**Preset Earned Points**" field.  See "Preset Earned Points Categories" below.  Leave this blank *unless* this is a "count down" Category
   - The color scheme:
       o   The background color
       o   The font color.
5.    Repeat for all Categories you wish to modify.
6.    Click   Save Categories   .

## "Countdown  Categories" using Pre-Set Points:  Counting Down instead of Up

A "pre-set" points "countdown" Category lets you give students a fixed number of points – e.g. 100 – at the start of a Marking Period and to subtract – rather than add – points to that total.  This is the "*take points away*" or "*count down*" type of Category.

To create a "*count down*" Category you must do two things on the Category screen:

| Description | MP1 | | MP2 | | MP3 | | MP4 | | Grade Type | Pts | Background | Font | Preset | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | MP % | Dropped | MP % | Dropped | MP % | Dropped | MP % | Dropped | | | | | | | |
| 1 | HW | Homework | 25.0 | 3 ▼ | 25.0 | 0 ▼ | 10.0 | 0 ▼ | 15.0 | 0 ▼ | Preset Points ▼ | ✓ | ■ #cc00cc | #ffffff | 200.0 Allow preset below 0: ☐ | 🗑 |
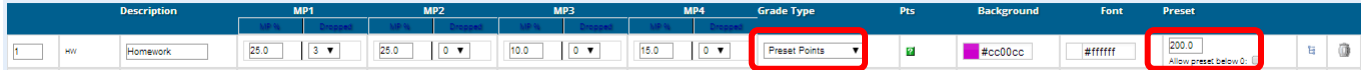
1. Set the **Default Grade Type** field to "**Preset Points**".   This turns on the "**Preset**" field.
2. In the **Preset** field, specify the starting number of points each student will receive.  This value is placed in the Preset Earned Points field of every Assignment created for this Category.

> 200.0
> Allow preset below 0: ☐

3. Also in the **Preset** field, specify whether student's total can go below zero for the Category. If the **Allow preset points below 0** checkbox is checked, a student can lose an unlimited number of points and their total for the Marking Period can be negative (i.e. below zero).
4. Remember to click  Save Categories  to store your changes.

These two settings change the Category from a normal "*count up*" Category to a "*count down*" Category.

The "Pre-Set Points" grading type has 3 default grades (i.e. grades that are provided to get you started):
- "Handed In" (defaults to a value of 0)
- "Not Handed In" (defaults to a value of -5)
- "Extra Credit" (defaults to a value of 5)

Pre-set Point grades can be added, changed and removed on the **Profiles→Edit Profile→Grade Values** screen**.**

## Sub-Dividing Categories

**Gradebook→Profiles→Categories→Modify Category (Sub-Divide)**
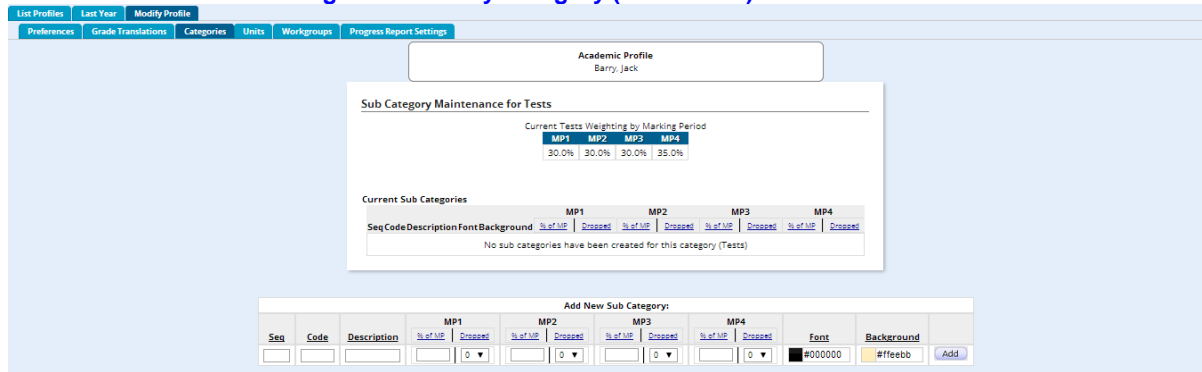


### Procedure to Sub-divide a Category

1. Click on the Gradebook→Profiles tab
2. Select a profile and click on the "P" (change settings) icon.
3. Click on the Categories 3<sup>rd</sup> level tab
4. Click on the Subdivide icon for the Category you wish to sub-divide. This brings up the "Sub-divide Category" screen.
5. You may create one or more sub-divisions for a Category. The "Add Sub-Category" fields are found along the bottom of the screen. Fill in the fields:



   a. Seq – Sequence # for this sub-category.
   b. Code – Unique short code that identifies the sub-Category. This should be 2 to 4 characters in length.
   c. Description – Description of the sub-Category
   d. MP1 to MP4 - % value of this Sub-Category.
   e. Color scheme – Font and Background colors.
   f. Click Add to create the new sub-Category.

| | | | MP1 | | MP2 | | MP3 | | MP4 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Seq | Code | Description | % of MP | Dropped | % of MP | Dropped | % of MP | Dropped | % of MP | Dropped | Font | Background | |
| 10 | TTEST | Regular Test | 25 | 0 | 25 | 0 | 15 | 0 | 20 | 0 | Black | Yellow | Add |

6. Repeat all of Step 5 to add additional Sub-Categories

### Rules for MP percentages for Sub-Categories

Sub-Category Marking Period percentages sub-divide the percentage value for the parent *Category* for each MP. For example, if the parent Category is work 50%, the total %s of the sub-Categories must add up to no more than 50% (and not 100%). This helps you understand what each **subcategory** is contributing to the Marking Period average.

| | | | | | | MP1 | | MP2 | | MP3 | | MP4 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Seq | Code | Description | Font | Background | Colors | % of MP | Dropped | % of MP | Dropped | % of MP | Dropped | % of MP | Dropped | |
| 10 | TTEST | Regular Test | Black | Yellow | FONT | 25.0 % | 0 | 25.0 % | 0 | 15.0 % | 0 | 20.0 % | 0 | |
| | | | | | Sub Category Weight: | **25.0%** | | **25.0%** | | **15.0%** | | **20.0%** | | |
| | | | | | Category Weight: | **40.0%** | | | | **20.0%** | | **35.0%** | | |

The red value here of **25%** here indicates that something not accounted for and the % is either too high or too low.

| Seq | Code | Description | Font | Background | Colors | MP1 % of MP \| Dropped | MP2 % of MP \| Dropped | MP3 % of MP \| Dropped | MP4 % of MP \| Dropped | |
|---|---|---|---|---|---|---|---|---|---|---|
| 10 | TTEST | Regular Test | Black ▾ | Yellow ▾ | FONT | 25.0 % 0 ▾ | 25.0 % 0 ▾ | 15.0 % 0 ▾ | 20.0 % 0 ▾ | 💾 ▯ |
| 20 | SMRY | Summary As | Black ▾ | Lime ▾ | FONT | 15.0 % 0 ▾ | 15.0 % 0 ▾ | 5.0 % 0 ▾ | 15.0 % 0 ▾ | 💾 ▯ |
| | | Sub Category Weight: | | | | 40.0% | 40.0% | 20.0% | 35.0% | |
| | | Category Weight: | | | | 40.0% | 40.0% | 20.0% | 35.0% | |

> **When the total percentage of the sub-categories matches the percentage of the whole Category, everything is fine.**

## View, Update and Delete Sub-Categories

The sub-Category maintenance screen gives you the ability to view the sub-Categories of a Category, change the % values for a sub-Category, and delete a sub-Category.

### To Update the % values for a sub-Category:

1. On the on the Modify Sub-Categories screen, directly update the MP1, MP2, MP3, MP4 fields.
2. Click the "Save" icon for the sub-Category.

NOTE:  Sub-Category percentage totals for a Marking Period (MP1, MP2, MP3, MP4) must add up to less than or equal to the percentage value of the parent Category.   If the Category weight is 50%, the _total_ of all sub-Category percentages cannot exceed 50%.  Invalid sub-Category percentages are shown in red font.

### To Delete a sub-Category:

1. On the on the Modify Sub-Categories screen, click the "Delete" icon next to the sub-Category you wish to remove.

### To Change a sub-Category's Code, Description or Color Scheme

A sub-Category's code cannot be updated:  to change it you must delete the sub-Category and recreate it.  A sub-Category's Description and color scheme can be changed by re-entering data in the "Add a sub-Category" fields at the bottom, using the exact same Code, and clicking Add.

## TOPICS

### Dropping Assignment Grades

When a Category is set up to drop grades in a Marking Period, it means that the lowest Assignment grades in the specified Category for each student will not be counted.  This is true regardless of whether your basic grading scheme is Total Points or Weighted Categories.  For example, if a teacher's profile is set to drop 3 grades in MP2 for a Category (e.g. Homework), when the teacher enters the 4th Assignment in the Category, the first three Assignment's grades will suddenly turn red and be marked as "dropped":

- Grades cannot be dropped until you have more Assignments than the number to be dropped.
- Grades may appear to drop very suddenly when (in the example case), the 4th Assignment is added.

### Countdown Categories with Negative Point Totals

It is possible to allow the point totals for a Category set up as a "Countdown" Category to go below zero.   If the **Allow preset points below 0** checkbox is checked, student's Category total can go below zero.  That is, students can then lose an unlimited number of points and their total for the Marking Period can be negative (i.e. below zero):  Allow preset points below 0: ☑ .

# Setting Up Grade Values

**Gradebook→Profiles→Modify Profile→Grade Translations**



**Figure 7 – The Grade Translations screen**

## The Grade Translations Screen

This screen has 7 possible Grading Types:

- Alpha or "letter" Grades – Usually A+, A, A-, B+, …, D-, F  - This is setup by your school and should not be changeable by you.
- Check Marks - ✓++, ✓+,  ✓,✓-, ✓-- - Five grades from ✓++ to ✓--.  To "turn off" ✓++ and ✓-- set them both to have 0 (zero) value.  This moves them to the bottom of the list and you won't need to look at them.
- O-S-U grades – Outstanding, Satisfactory and Unsatisfactory – 3 grade grading type.
- Pass/Fail – A two grade grading type.  Pass should be 100% and Fail should be the highest "failure" numeric (e.g. 64.9).
- Pre-set Points
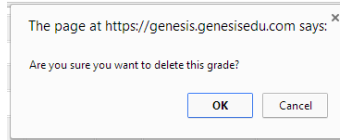- A Custom Grading Type

## Procedure to Setup Grade Values

1. Click on the **Gradebook→Profiles** tab
2. Select a profile and click on the "P" (change settings) icon.
3. Click on the **Grade Translations** 3ʳᵈ level tab
4. Review all Grade Values:
    a. Alpha Grades – You may add and delete Alpha Grade values
    b. "Checks" Grade Type
    c. O-S-U Grade Type
    d. Pass/Fail Grade Type (you might want to set "Pass" to 100).
    e. Pre-Set Grade Type:  Handed In/Not Handed In/Extra Credit
5. Click on the [Save Grade Translations] button.

## Adding, Deleting and Modifying Pre-set Points Grades

The Pre-set Points grading type comes with three "starter" grades.  You can delete or change these or create our own Pre-set Points grades:

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| PRESET_POINTS | EXTRA_CREDIT (EC) | | 5.0 | | | | | 🗑 |
| PRESET_POINTS | EXCELLENT (EX) | | 4.0 | | | | | 🗑 |
| PRESET_POINTS | HANDED_IN (HI) | | 0.0 | | | | | 🗑 |
| PRESET_POINTS | BAD_JOB (BJ) | | -5.0 | | | | | 🗑 |
| PRESET_POINTS | NOT_HANDED_IN (NHI) | | -5.0 | | | | | 🗑 |
| **Add New Preset Grade** | | **Abbrev:** | | | | | | |

- **Deleting Grades**:  To delete a grade, just click the icon corresponding to it.   You will get a confirmation dialog and you must click OK to delete the grade:

  > The page at https://genesis.genesisedu.com says: ✕
  >
  > Are you sure you want to delete this grade?
  >
  > [OK]    [Cancel]

- **Change a Grade's Value**:  To change a value, simply type the new value into the textbox, scroll to the bottom and click [Save Grade Translations].  Pre-set Point grades can be negative:  [-8.0]
- **Adding a Grade**:  You must specify three things to add a grade and then click [Save Grade Translations]:

  **Add New Preset Grade** [      ]          **Abbrev:** [      ] [      ]

    o The "**name of the grade**" -  a string with no spaces that can be much larger than the little text field provided to hold it.  E.g. VERY_LATE
    o An **Abbreviation** for the Grade. E.g. VL
    o The **value** of the grade:  E.g. -9.  Values can be positive, zero or negative.  Note that the value is an *absolute* value and not a Percentage.  Note that all other Grading Types have % values.

  **Add New Preset Grade** [VERY_L]          **Abbrev:** [VL] [-9]

## Adding and Deleting and Modifying Custom Grades

If you are allowed to create a custom grading type for your Gradebooks, there will be a "Custom Grades" area at the bottom of your Grade Values screen.  This area will not be present if you cannot create Custom grades:

**Add New Custom Grade** [        ]          [    ] %
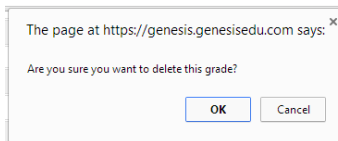
[Save Grade Translations]

- **Adding a Custom Grade**:  You must specify two things to add a grade and then click [Save Grade Translations]:

  **Add New Custom Grade** [        ]          [    ] %

    o The "**grade**" -  a string with no is usually a short grade:  E or VG or N
    o The **value** of the grade:  E.g. 85.  Note that the value is a %.

| Type | Grade | | From % | | Equal % | | |
|------|-------|---|--------|---|---------|---|---|
| CUSTOM | E | | 100.0 | % | | | 🗑 |
| CUSTOM | VG | | 90.0 | % | | | 🗑 |
| CUSTOM | G | | 85.0 | % | | | 🗑 |
| **Add New Custom Grade** | | | | % | | | |

- **Deleting Grades**: To delete a grade, just click the icon corresponding to it.    You will get a confirmation dialog and you must click OK to delete the grade:

> The page at https://genesis.genesisedu.com says: ✕
>
> Are you sure you want to delete this grade?
>
> OK    Cancel

- **Change a Grade's Value**:  To change a value, simply type the new value into the textbox, scroll to the bottom and click
`Save Grade Translations` .


## *Interpreting the Alpha Grades on the Grade Values screen*

The Grade Values screen includes an "alpha grades" area at the top.  The "From" and "Thru" values of this scale are used to show the letter grade that corresponding to students' Marking Period averages.   It must take rounding into account.

| Type | Grade | From % | | Thru % | | Equal % | | Passing | Color | | Default Comment | Grading Comment Category | | Grading Comment | | |
|------|-------|--------|---|--------|---|---------|---|---------|-------|---|-----------------|--------------------------|---|-----------------|---|---|
| ALPHA | A | 90.0 | % | 100.0 | % | 95.0 | % | ☑ | Green ▼ | ▮ | | | ▼ | | ▼ | 🗑 |
| ALPHA | B | 80.0 | % | 89.0 | % | 85.0 | % | ☑ | Light Green ▼ | ▮ | | | ▼ | | ▼ | 🗑 |
| ALPHA | C | 72.0 | % | 79.0 | % | 77.0 | % | ☑ | Light Yellow ▼ | ▮ | | | ▼ | | ▼ | 🗑 |
| ALPHA | D | 66.0 | % | 71.0 | % | 71.0 | % | ☑ | Orange ▼ | ▮ | | | ▼ | | ▼ | 🗑 |
| ALPHA | F | 0.0 | % | 65.0 | % | 65.0 | % | ☐ | Red ▼ | ▮ | | | ▼ | | ▼ | 🗑 |
| **Add New Alpha Grade** | | | % | | % | | % | ☐ | None ▼ | | | | ▼ | | ▼ | |

**From Value** – This is the starting % for this grade.  Note that it must take rounding into account.  If a B is to start at a percentage of 80, the value that goes here, to account for rounding, is 79.5.

**Through Value** – This is the ending % of this grade – the highest percentage that equates to the grade.   It must also take rounding into account.  If the B goes to 89, the value that goes in, to account for rounding, is 89.4).

Notes on From and Through Values:

- **Failing grades (e.g. F) do not "round",** especially on the "Through" value.  This must be the precise spot where the failure point ends.  E.g. 65.
- **The first non-failing grade** in the list ("D" is the above example), does not round, but begins immediately above the last failure point.  E.g. 65.1
- **The highest grade** in the list (A in the above example) also does not need to round on its Through value.  This extends upward to infinity.

**"Equal"** - The "Equal" value for all grading types is what the corresponding non-numeric grade is translated to for the purpose of computing Marking Period Averages.  ***All non-numeric grades, including ✓checkmarks must be converted to numeric equivalents to compute Marking Period averages.***  For all Grading Types except Pre-set Points, the "Equal" value is a percentage of the number of point the Assignment is work.  For Pre-set Point grades the "Equal" value is the true value of the grade.  A "-9" is a "-9".

**Color coding Alpha grades**:  You can select a color for each alpha grade.  Student's Marking Period averages will then be color-coded correspondingly on the **Gradebook➔Gradebook** spreadsheet screen.

# Units – Creating and Managing Course Units

**Gradebook➔Profiles➔Modify Profile➔Units**
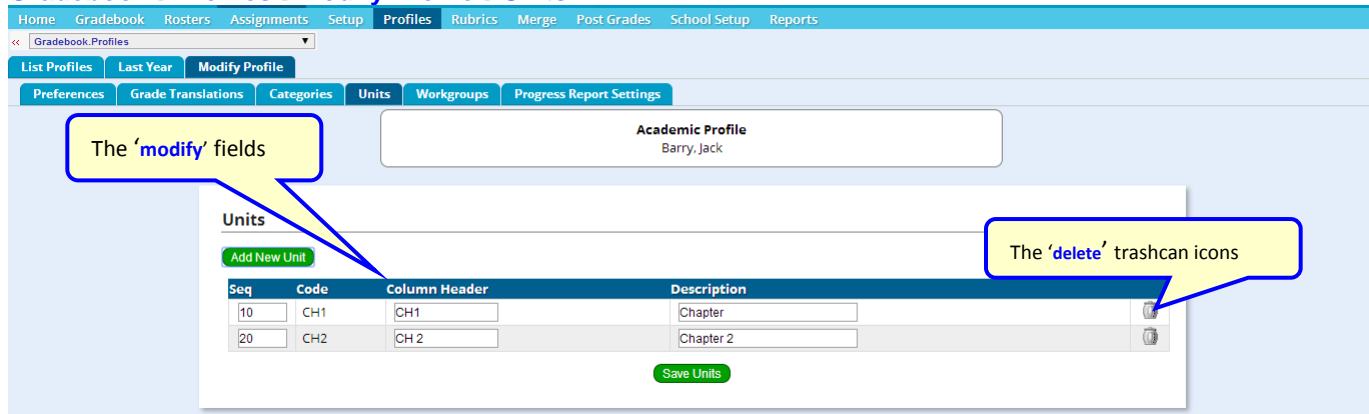


## Units

Units are not required.  You do not have to use them.  If you choose to use them, you must create them yourself.  Units are managed via the **Gradebook➔Profiles➔Units** screen.  Genesis does very little with Units:  they are "FYI" for you only.  They are primarily an aid for you in organizing your classes in the Gradebook.

### Managing Units

1. Click on the **Gradebook➔Profiles** tab
2. Click on the 3<sup>rd</sup> level Units tab
3. Review any existing Units you have previously created.  Initially this screen is empty.  Genesis Gradebook does not give you any sample Units:  it cannot, as Units are very specific to different courses.  You must create all your own Units.
4. To add a new Unit, click the [Add New Unit] button.  This brings up the "New Unit" dialog:

   a. Enter a "Unit Code", a "Description" and a "Column Header".
5. To delete an existing Unit, click the "Delete" trashcan icon corresponding to the Unit you want to delete.
6. To modify an existing Unit, click the "Edit" icon corresponding to the Unit you want to delete.

## Add a New Unit

Units are completely optional. There are no built-in Units.

### Procedure to Add a New Course Unit

1. Go to the **Gradebook➔Profiles➔Units** screen and click the [Add New Unit] button.  This brings up the "New Unit" dialog:
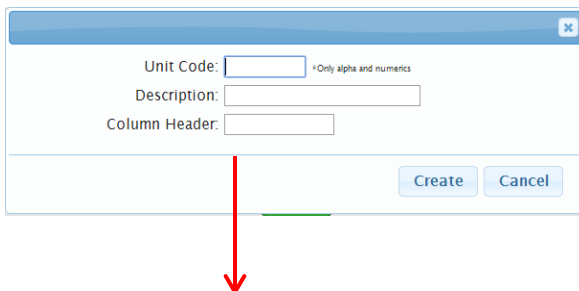


2. Enter:
   - A **Unit Code** (for Genesis' internal use),
   - A **Description** of the Unit.  E.g. Chapter 4
   - A **Column Header** (intended to be a brief abbreviation of the Unit's Description).  E.g. CH4. This appears in the column header of Assignments on the spreadsheet.

3. Click the [Create] button to create the new Unit.  You can now modify all the fields using the "Modify Unit" procedure.

## Modify Units



### Procedure to Modify Course Units

1.  Go to the **Gradebook→Profiles→Units** screen.  All Unit fields can be modified directly on this screen:
    *   **Sequence #** - Units are sorted by Sequence #, so this controls the Unit's position in the list of Units.
    *   **Column Header** – The abbreviation that appears in the column header for this Unit.
    *   **Description** – A description of the Unit.
2.  Click **Save Units** to store your changes.

### Procedure to Delete a Unit

1.  Go to the **Gradebook→Profiles→Units** screen.  Click on the trashcan icon for the Unit you wish to remove.
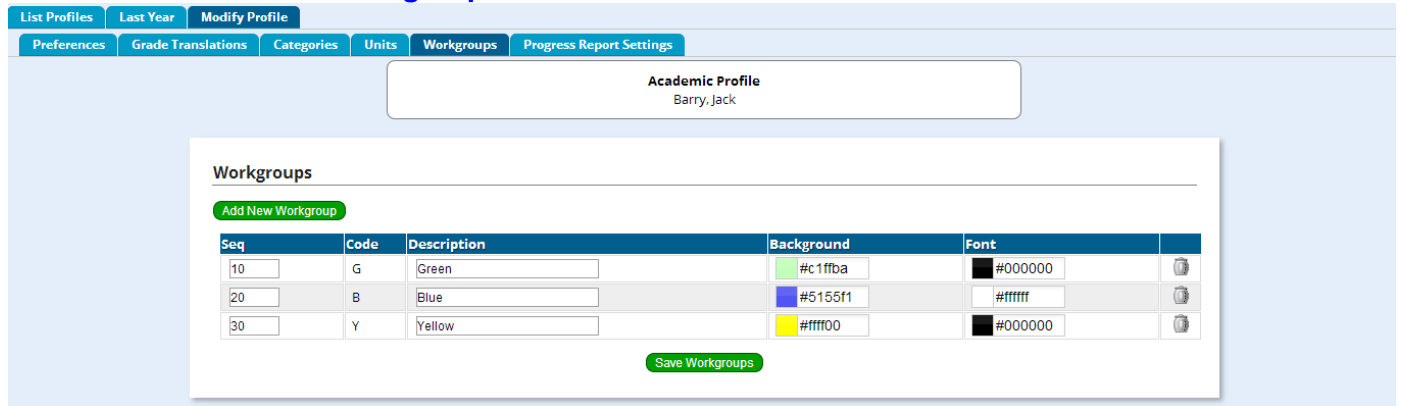2.  A "Confirmation" dialog appears:



3.  Click **OK** to continue and delete the Unit.

# Workgroups

## Gradebook➔Profiles➔Workgroups



## Workgroups

Workgroups are not required.  You do not have to use them.  The Gradebook implements very loose linkages between students and Workgroups and Assignments and Workgroups.  If you choose to use them, you must create them yourself.  Workgroups are managed via the **Gradebook➔Profiles➔Workgroups** screen.
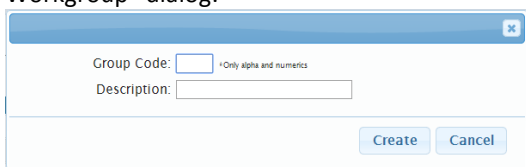
### Adding a New Workgroup
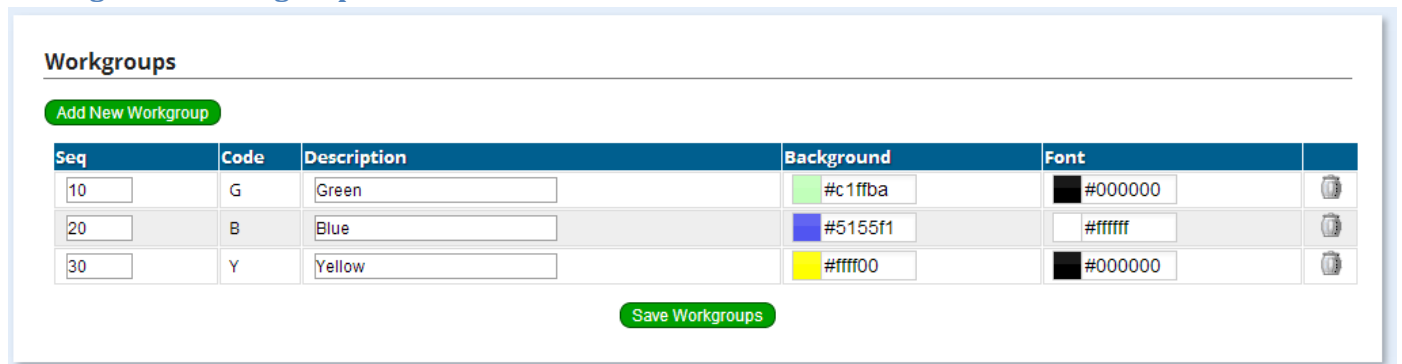


### *Procedure to add a New Workgroup*

Workgroups have very few characteristics.  They are identified by a 1-character name (e.g. 'A') and their most distinctive characteristic is their color scheme.

To create a new Workgroup:

1. Click on the **Gradebook➔Profiles➔Modify Profile➔Workgroups** screen and click  Add New Workgroup .  This brings up the "Add Workgroup" dialog:

   

2. Enter:
   - **Group Code** - This is the one character name for the Workgroup.  It is only 1 character and it must be an upper or lower case letter or a number.
   - **Description** – A description of the Workgroup.

3. Click the  Create  button to create the new Workgroup.

## *Modifying Workgroups*

Once you have created your Workgroups, you can modify them on the screen:

### Workgroups

**Add New Workgroup**

| Seq | Code | Description | Background | Font | |
|-----|------|-------------|------------|------|---|
| 10 | G | Green | #c1ffba | #000000 | 🗑 |
| 20 | B | Blue | #5155f1 | #ffffff | 🗑 |
| 30 | Y | Yellow | #ffff00 | #000000 | 🗑 |

**Save Workgroups**

## *Procedure to Modify Workgroups*

1. Go to the **Gradebook→Profiles→Modify Profile→Workgroups** screen.  You can update the Workgroup fields directly on this screen:
    a. **Sequence #** - The sequence number is used to place the Workgroup in the list of Workgroups.  That is, it is used to order your Workgroups in drop down lists and on the Workgroups screen itself.
    b. **Description** – A description of the Workgroup.  *Description:*
    c. Color Scheme for the Workgroup.  It is *very* important to select a distinctive color scheme for the Workgroup.  Color schemes have two parts:

    | Background | Font |
    |------------|------|
    | #c1ffba | #000000 |

        i. The **Font** color – the color for the text itself
        ii. Background color – the color of the background field.
    The text must be easy to see and read against the background color.

1. Click the **Save Workgroups** button to save your changes.

## Reports – Progress Report Settings

**Gradebook→Profiles→Modify Profile→Reports**

| List Profiles | Last Year | Modify Profile |
|---|---|---|

| Preferences | Grade Translations | Categories | Units | Workgroups | Progress Report Settings |
|---|---|---|---|---|---|

**Default Course Profile**
Barry, Jack

**Progress Report Parameters**

| | |
|---|---|
| Only Show Graded Assignments: | ⦿ Yes ○ No |
| Only Show Assignments marked For Parents: | ○ Yes ⦿ No |
| Show Teacher Signature Line: | ○ Yes ⦿ No |
| Show Parent Signature Line: | ⦿ Yes ○ No |
| Show Class Averages: | ○ Yes ⦿ No |
| Round Averages to Two Decimal Places: | ⦿ Yes ○ No |
| Show Extra Credit Total: | ⦿ Yes ○ No |
| Translate Numeric Assignment Grade to Alpha: | ○ Yes ⦿ No |
| Include 'Parent Comment' for Assignments: | ○ Yes ⦿ No |
| Include 'Attempted' and 'Earned' columns in the Totals row: | ⦿ Yes ○ No |
| **Gradebook Category Options** | |
| Show Category Data: | ⦿ Yes ○ No (If this is set to No, then the category table is not shown) |
| Show Category Averages: | ⦿ Yes ○ No |
| Show Category Weights: | ⦿ Yes ○ No |
| Show Category Score: | ⦿ Yes ○ No |

**Save Parameters**

## *Progress Report Settings*

Progress Reports are sent from the Gradebook from two screens:
- The **Gradebook→ Gradebook→Student→Contacts** screen
- The **Gradebook→Setup→Progress Reports** tab

In both cases, the report formats are controlled by the "Reports" screen of the Profile being used for the course.  The Reports screens contain parameters which control the information included in the Progress Reports.  These parameters are similar but not identical the options on the 71910 Student Assignment Report. These control the formatting and data included on the Progress Reports that are emailed out of the Gradebook.  The settings on the Reports screen of the Profile applies to all Progress Reports emailed from any course using the Profile.

The Progress Report options include:
- **Only Show Graded Assignments** – Only include Assignments that are graded for this student.
- **Show Teacher Signature Line** – Add 'teacher signature' line at bottom where the teacher can sign.
- **Show Parent Signature Line** – Add 'parent signature' line at bottom where the parent can sign.
- **Show Class Average** – Print the class' average for each included Assignment.  The parent can see how the child has done vs. the class average.
- **Round Averages to two Decimal Places** – All averages will have at most two decimal places.
- **Show Extra Credit Total** – Show the number of 'brute force' points that were added to the student's Marking Period average.
- **Translate Numeric Assignment Grades to Alpha -** Show alpha (letter) grades for all Assignments.
- **Include "Parent Comment" for Assignments** – If you have left any comments for Parents when you graded Assignments, they will be included in the Progress Reports.
- **Include 'Attempted' and 'Earned' columns in the Totals row** – This includes "Earned" and "Attempted" point totals in the emailed progress reports.   This should only be used if your basic grading scheme is "Total Points", otherwise these values ("Earned" and "Attempted" points) may confuse parents/guardians.
- **Show Category Data** – This option controls whether any Category data will be added to the Progress Reports.  If it set to Yes, then a block of information about how the student is doing Category by Category is included.
- **Show Category Averages** - If yes, Category averages are included.
- **Show Category Weights** – If yes, Category Weights are shown on the reports.
- **Show Category Score** – If yes, the student's scores in the Categories are included in the reports.

To change any of these parameters, go to the Reports tab of the relevant Profile, select the settings you want and click **Save Parameters**.  The changes take place immediately and will affect the next Progress Reports you send from the Gradebook.

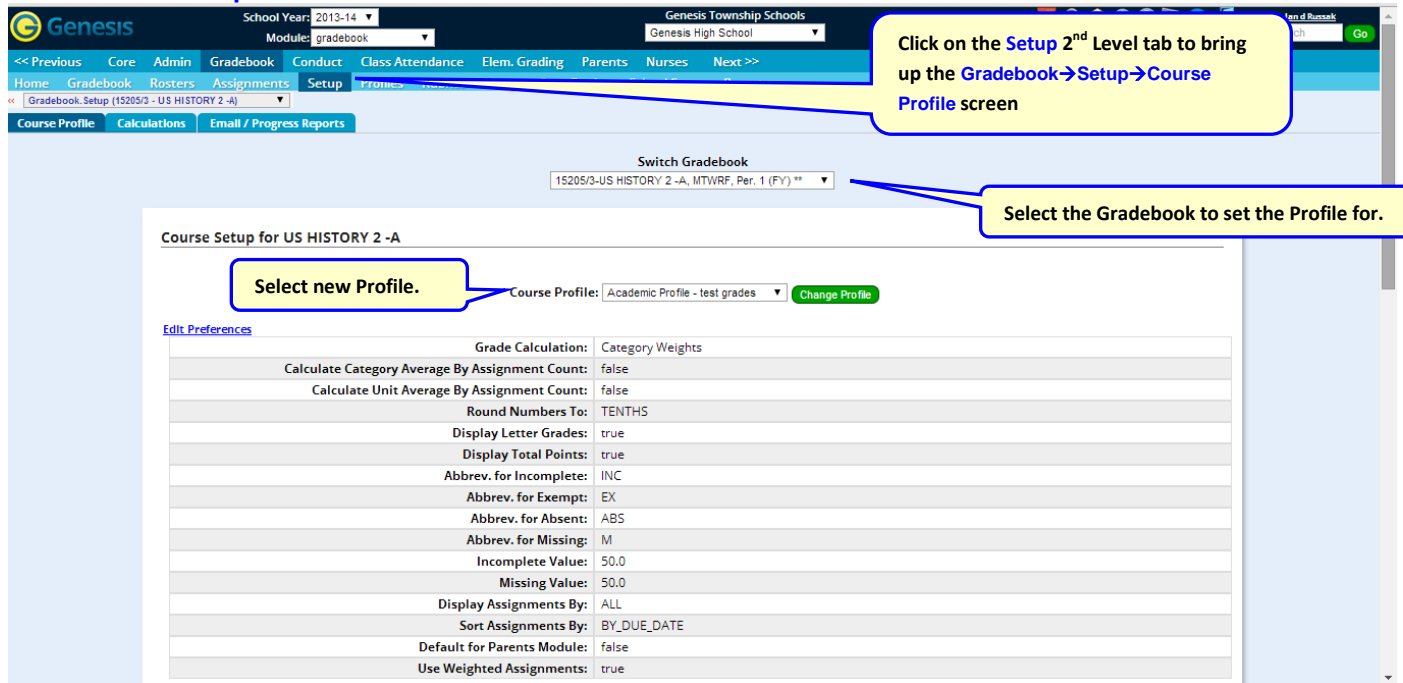# Assigning Profiles to Gradebooks

**Gradebook→Setup→Course Profile**

## Procedure to Change a Gradebook's Profile

To choose a new profile, select your desired profile from the Course Profile drop down list.  This will bring up the settings for the selected profile.  To permanently choose this profile, click the [Change Profile].

1. Go to the **Gradebook→Setup→Course Profile** screen.
2. Select the Course Section shoes Profile you wish to set from the top drop down list.
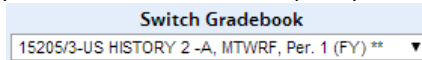


3. Select the Course Profile you wish to assign to this class from the lower drop down list.
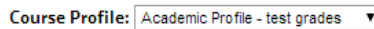


4. Click the [Change Profile] button.  This assigns the selected Profile to the selected Gradebook.  Once you do this, the remainder of the screen shows all of the Profile settings for the selected Profile.
   - Basic Preferences
   - Grade Translations and values
   - Categories
   - Units
   - Workgroups
5. Repeat steps 2 to 4 to set Profiles for additional Gradebooks.

# Assignments

## Add an Assignment

*Procedure to Add an Assignment*

1. **Click on the "Add Assignment" Quick Link in the "Quick Link" selector on the Gradebook→Gradebook spreadsheet:**



2. **The required fields are identified by a red asterisk (*):**



3. Fill in the fields of the Assignment:
   a. **Assignment Name** – Short name for the assignment
   b. **Column Header** – Column header – controls width of the column. Appears in the spreadsheet.
   c. **Sequence #** -An optional 1 to 9 digit sequence number that you assign
   d. **Groups** – If you are using Workgroups, you can choose a Workgroup for this Assignment.
   e. **Description** – Optional description of the Assignment. Very large, useful field. Displays to Parents.
   f. **Assigned Date** –Date that the Assignment is "Assigned" to students – Optional.
   g. **Due Date** – Due date for the Assignment – not required and not linked to the Assigned Date.
   h. **Category** – Select the Category for the Assignment (e.g. Homework). **Note** that the *Extra Credit* Category is **NOT** a regular Category – it is a "fudge factor" feature. See **Extra Credit** below.
   i. **Grading Type** – Select how the Assignment will be graded = or ungraded. See **Grading Types**.

j.  **Maximum Possible Score** – Specify maximum point value.  This is the 'point value" of the Assignment.  It is not available for the *Extra Credit* Category and ungraded Assignments.

k.  **Assignment Weight** – Specify how to 'count' this Assignment.  The default is to 'count it once'.  You can specify, for example, to count it '1.5' times or '2.0' times, etc.  ***Do not update unless you want to 'count an Assignment' more than once****.*

l.  **Assignment Unit** – If you have set up Units, select Unit of Assignment (e.g. "Chapter 1" or "American Revolution")

m.  **Parent's Module** - If the Parent's module is turned on, share this Assignment?

n.  **For Gradebook** – Hide or show Assignment on Class Roster screen?

o.  **Links to other classes** – Specify which other of your classes to copy and link this Assignment to.

4.  To stay on this page and create additional Assignments, check the "Add Assignment after this" checkbox – otherwise you will be returned to the Class Roster screen.

5.  Click "**Save**" to create the Assignment.

## *Creating Assignments – Notes*

1.  **Files can be uploaded** into Assignments to be available, through the Parent/Student Access Module, to the students and their guardians at home.  This cannot be done during "Create Assignment" function;  it *must* be done during Modify Assignment.

2.  **Standards** can also be attached to Assignments only during Modify Assignment, not during Create Assignment.  This is true because of how the Assignments are stored internally in Genesis.

3.  **LINKING ASSIGNMENTS** – When Assignments are linked, and a student switches sections of a class, their Assignment grades can transfer.  Unlinked Assignments can never transfer grades.

## Deciphering the Assignment Column Header
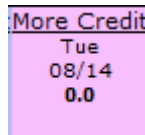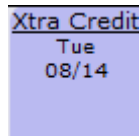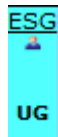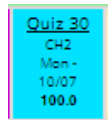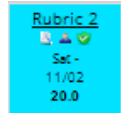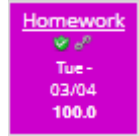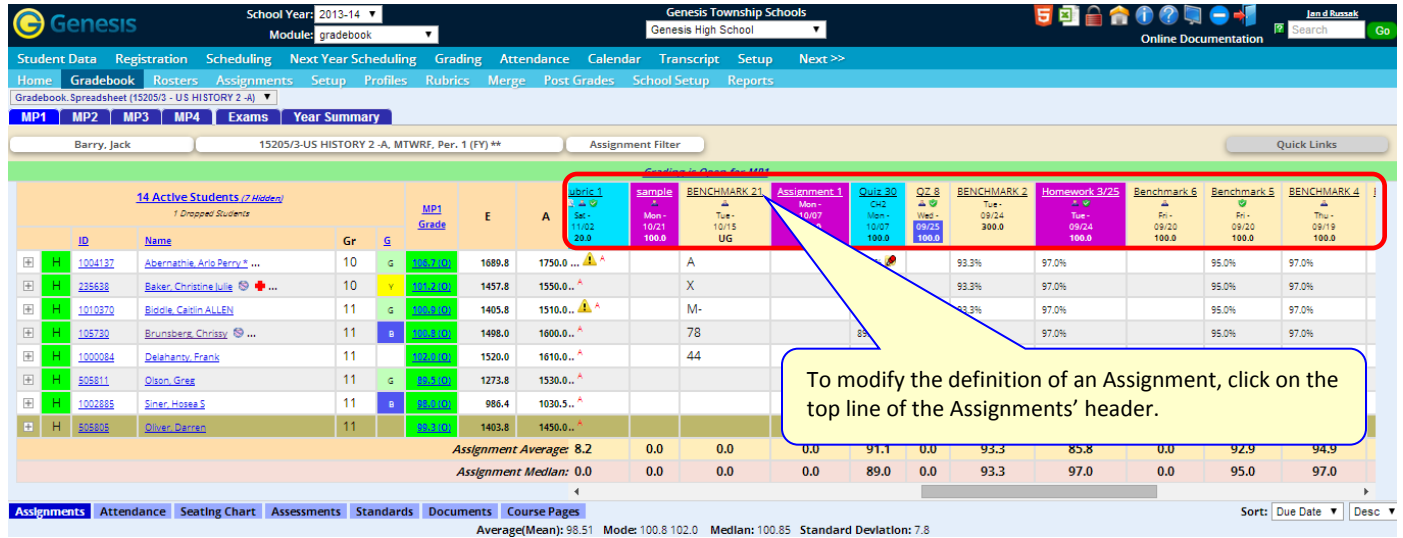
The Column Header area of the spreadsheet provides information about each Assignment:

- The *color* of the header indicates the Category of the Assignment.  Category colors can be set in your Gradebook Profile.
- The top line of the header contains the text from the Column Header field of the Assignment.  It is clickable – always – and brings up the **Modify Assignment** screen.
- The second line either shows icons: - Possible icons include:
  - -The "parent" icon indicates the Assignment is visible in Parent/Student Access.
  - - The 'green shield' icon indicates that Standards have been liked to the Assignment.
  - - The "graded with a rubic" icon indicates just that: the Assignment was graded by rubric.
  - - The "link" icon indicates the Assignment was pushed to the Gradebook from the Lesson Planner and is linked back to a Lesson Plan.
  - If there are no icons, the other lines will be moved up and If you are using Units, and the Assignment is linked to a Unit, the Unit column header is present.  If you are not using Units then there is no Unit Column Header and the day of the week may occupy the second header line.
- Date, Day of the week and Cycle Day – If the Assignment has a Due Date set, the day of the week, date and cycle day (if your school uses cycle days) are all displayed in the header.
- If the Assignment has "Maximum Points" set – and most (but not all) do – the number of points is the bottom line of the column header.  E.g. 100.0, 0.0.
- If the Assignment is NOT Graded (has one of the not-graded Grading Types), "**UG**" appears as the bottom line of the header.  "UG" stands for "ungraded".
- "Extra Credit" Assignments using the special 'fudge factor' **\*Extra Credit\*** Category are always shown in blue background and do not display any points:
- Assignments not linked to any Category are shown in red with a warning symbol:     This means that you have deleted the Category they were previously linked to from their Profile.  You must fix this situation ASAP.

Assignments that are not linked to any existing Category will not be counted.  When     is displayed in a column header, there is a missing or broken Category in the Gradebook's assigned Profile.  This must be fixed immediately.

# Modify an Assignment

**Gradebook→Gradebook**



## Modifying the Definition of an Assignment

If you need to alter the Assignment:
- To change the Assignment's Category
- To alter the number of points it is worth
- To change its sequence #
- Etc.

Click the highlighted top line of the Assignment's column header.  This will take you to the "Modify Assignment" screen.

## *Grading Type Cannot be Modified Once an Assignment has Grades*

**WARNING**: You cannot modify the Grading Type of an existing Assignment once you have graded it.  To "modify" the Grading Type of an Assignment you must either remove all of the student's grades, or delete the Assignment and recreate it.

Once an Assignment has been graded, you can change non-numeric Grading Types to Numeric (e.g. Alpha to Numeric). You cannot change the Numeric Grading Type to anything else.

## *Workgroups and Assignments*
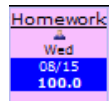


Workgroup association of an Assignment is indicated by dual coloring in the Assignment header.   Workgroup linkages are loose associations.

**Modify the Definition of an Assignment, Cont.**

**Gradebook➔Assignments➔Modify Assignment**



### *Procedure to Modify an Assignment*

1. Go to the **Gradebook➔Gradebook** spreadsheet screen.
2. Find the Assignment you want to modify and click the top line of its header, the "column header" of the Assignment. This brings up the "**Modify Assignment**" screen.
3. You can alter the following fields of the Assignment:
   a. **Assignment Name** – Name for the assignment
   b. **Column Header** – Column header – controls width of the column
   c. **Sequence #** - a 1 to 7 digit sequence number that you assign
   d. **Groups** – Change which Workgroup this Assignment is associated with the Assignment
   e. **Description** – Optional description of the Assignment
   f. **Assigned Date** – Required Date that Assignment is "Assigned" to students
   g. **Due Date** – Due date for the Assignment – not required and not linked to the Assigned Date
   h. **Category** – Select the Category for the Assignment (e.g. Homework)
   i. **Marking Period** – You can move the Assignment between Marking Periods
   j. **Maximum Possible Score** – Specify maximum point value. If you change the Maximum Possible Score of an Assignment that has already been graded, all your grades will be recalculated based on the updated Max Possible Score. Student grade averages may change.
   k. **Assignment Weight** – Specify how to 'count' this Assignment. The default is to 'count it once'. You can specify, for example, to count it '1.5' times or '2.0' times, etc. *Do not update unless you want to 'count an Assignment' more than once.*
   l. **Assignment Set** – If you have set up Units, select the Unit for the Assignment (e.g. "Chapter 1" or "American Revolution")
   m. **Parent's Module** - If the Parent's module is turned on, share this Assignment?
   n. **For Gradebook** – Hide or show Assignment on Class Roster screen?

4. You can do two things you could not do when creating the Assignment:
   a. Upload files ("documents") into the Assignment – These will be visible in the Parent / Student Access.
   b. Attach Standards (NJ, Common Core, Local or other standards)
5. Click ![Save Assignment] to modify the Assignment.

### Modifying the Maximum Possible Score

When you modify the Maximum Possible Score field, you are changing the number of points the Assignment is worth. Genesis Gradebook will automatically modify the values of any existing grades proportionally. Student grade averages may be adjusted.

The **Maximum Possible Score** field cannot be modified if a Rubric has been selected. The maximum value of the Rubric always overrides manually entered **Maximum Possible Score** values.

## Modifying the Marking Period field: Due & Assigned Dates must fall within the selected Marking Period

When you modify the **Marking Period** field, you are forcibly moving the Assignment to a different Marking Period tab. Both the **Assigned Date** and **Due Date** fields will be checked to ensure that the dates have been changed to match the target marking period.

## Uploading Documents

A Document (i.e. File) upload control is located on the upper right of the Modify Assignment screen:

Documents:                    ...  🖉  🗑

Use this control to upload as many documents as you want into an Assignment: there is no limit. Documents that have been uploaded into an Assignment are visible in Parent / Student Access if the Assignment itself is visible to parents and students.

### *Procedure to Upload Documents into Assignments*

1. Starting on the **Gradebook→Gradebook** spreadsheet screen, or the **Gradebook→Assignments→List Assignments** screen, find an existing Assignment you wish to upload Documents into.
2. Open the Assignment. This brings up the **Modify Assignment** screen.
3. Locate the Documents control at upper right and click the 🖉 icon. This brings up the "Upload Documents" view of the **Modify Assignment** screen.
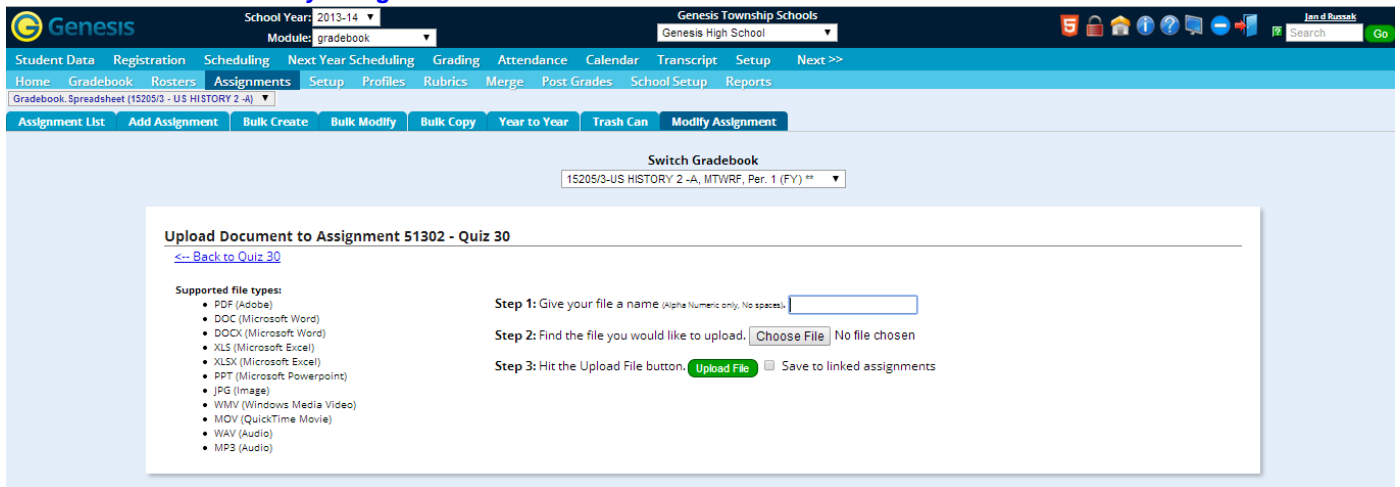


4. In **Step 1**, enter a name for your Document. This is the name that will be displayed in Parent Access and Student Access. (This need not be the real name of the file on your computer). *There can be no spaces in the Document name.* Replaces spaces with underlines ('_'): **Step 1:** Give your file a name (No spaces). [          ]
5. In Step 2, click the Choose File button to bring up a normal File Dialog. Choose a file.
6. In Step 3, optionally check the "Save to linked assignments" checkbox and then click the Upload File button:
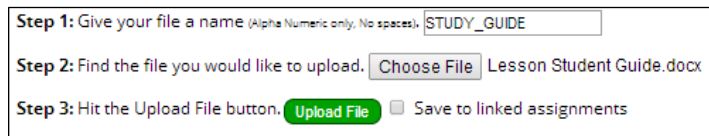


7. Clicking Upload File uploads the file and attaches it to the Assignment. It appears on the **Modify Assignment** screen:

Documents: 1. ☐ 📄              ...  🖉  🗑

8.   Repeat Steps 3 to 7 to upload additional Documents into the Assignment.


### *Procedure to Remove Documents from an Assignment*

1.   To remove a Document from an Assignment, open the Assignment to bring up the **Modify Assignment** screen.
2.   Locate the Document you want to remove and click the checkbox directly to the left of the Document's icon.

Documents:1. ☐ 📄          … 🖊 🗑

3.   Repeat Step 2 for any additional
4.   Click the Trash Can icon to remove all checked Documents from the Assignment.


## Linking to Standards

Standards can be linked to Assignments by the "Search Standards" control at the bottom right of the **Modify Assignment** screen:

**Search Standards**
Set:  2009-NJCCCS ▾
Subject: [            ] ▾ 🔍
**Assignment Standards**
- Standard Not Assigned -
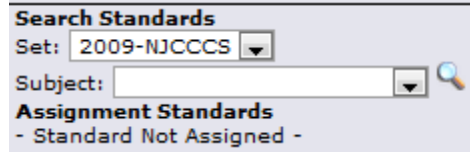

Genesis has two standard sets built-in and your district can upload local standards sets if they so desire.  The two built-in sets include:

- NJ 2009 Core Curriculum Standards, abbreviated 2009-NJCCCS
- Common Core English Language Literacy and Mathematics Standards, abbreviated CCS.


### *Procedure to Link Standards to an Assignment*

1.   Starting on the **Gradebook→Gradebook** spreadsheet screen, or the **Gradebook→Assignments→List Assignments** screen, find an existing Assignment you wish to upload Documents into.
2.   Open the Assignment.  This brings up the **Modify Assignment** screen.
3.   Locate the Documents control at upper right and click the 🔍 icon.  This brings up the "Search Standards" dialog.  You need not set the drop downs before clicking the 🔍 icon.

Close Search Window
Standards Set: 2009-NJCCCS ▾    Subject: Social Studies ▾    Standard: 3-Active Citizenship in the 2... ▾
Grades: ☐K ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☑10 ☑11 ☐12  [Search Standards]

4.   Select the Standard Set you wish: **Standards Set:** 2009-NJCCCS ▾
5.   Select the Subject: **Subject:** Social Studies ▾
6.   Select the Standard within the Subject: **Standard:** 3-Active Citizenship in the 2... ▾
7.   Select the Grade Levels: **Grades:** ☐K ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☑10 ☑11 ☐12
8.   Click the [Search Standards] button.  This brings up all of the Strands and all of the individual CPIs associated with those Strands:

| | Strand | Index | CPI Description |
|---|---|---|---|
| ☐ | Civics Government and Human Rights | 6.3A Grade 12 CPI 01 | Develop a plan for public accountability and transparency in government related to a particular issues and share the plan with appropriate government officials. |
| ☐ | Civics Government and Human Rights | 6.1A Grade 12 CPI 01.A | Explain how British North American colonies adapted the British governance structure to fit their ideas of individual rights economic growth and participatory government. |
| ☐ | Civics Government and Human Rights | 6.2A Grade 12 CPI 01.A | Compare and contrast the motivations for and methods by which various empires e.g. Ming Qing Spanish Mughal or Ottoman expanded and assess why some were more effective than others in maintaining control of their empires. |
| ☐ | Civics Government and Human Rights | 6.1A Grade 12 CPI 01.B | Analyze how gender property ownership religion and legal status affected political rights. |
| ☐ | Civics Government and Human Rights | 6.3A Grade 12 CPI 02 | Compare current case studies involving slavery child labor or other unfair labor practices in the United States with those of other nations and evaluate the extent to which such problems are universal. |
| ☐ | Civics Government and Human Rights | 6.1A Grade 12 CPI 02.A | Analyze the intellectual origins of the major ideas expressed in the Declaration of Independence. |
| ☐ | Civics Government and Human Rights | 6.2A Grade 12 CPI 02.A | Determine how the principle ideas of the Enlightenment e.g. rationalism secularism tolerance empiricism natural rights contractual government laissez-faire economics promotion by merit and new theories of education altered political thought in Europe and trace the impact of these ideas over time. |
| ☐ | Civics Government and Human Rights | 6.1A Grade 12 CPI 02.B | Evaluate the importance of the Declaration of Independence the Constitution and the Bill of Rights to the spread of democracy around the world. |
| ☐ | Civics Government and Human Rights | 6.2A Grade 12 CPI 02.B | Explain the paradox between the ideology of the Enlightenment and the treatment of women and non-Europeans in European society. |
| ☐ | Civics Government and Human Rights | 6.1A Grade 12 CPI 02.C | Compare and contrast state constitutions including New Jerseys 1776 constitution with the United States Constitution and determine their impact on the development of American constitutional government. |
| ☐ | Civics Government and Human Rights | 6.2A Grade 12 CPI 02.C | Determine the reasons for and the consequences of the rise of powerful centralized nation states in Europe i.e. the French absolute monarchy and the English limited monarchy. |
| | Civics Government and | 6.1A Grade | Compare and contrast the arguments of Federalists and Anti-Federalists during the ratification debates and assess their continuing relevance |

9. Check off the CPIs you wish to link to the Assignment and then click the [Use Checked Standards] button.
10. This returns to the screen with the selected Standards now listed below the Search Standards control:



11. The Standards are shown in red font because they have not yet been saved to the Assignment. Click the [Save Assignment] button to link the selected Standards to the Assignment:



12. Repeat Steps 2 to 11 to do additional Standards Searches and attach more Standards to the Assignment. You can do as many searches as you want and attach as many Standards, from as many different Standards Sets as needed.


## Procedure to Unlink a Standard from an Assignment

1. To unlink a Standard from an Assignment, open the Assignment to bring up the **Modify Assignment** screen.
2. Locate the list of Standards at lower right.



3. Click the [Remove] button next to any Standard you wish to unlink.
4. Repeat Step 3 to remove additional Standards.

# Grade an Assignment



## Grading an Assignment:  Choosing and Assignment to Grade

To open an Assignment for grading, click anywhere in the column you wish to grade.  This brings up the Grade Assignment screen.  The columns of the Grade Assignment screen are explained below.



Columns on the Grade Assignment screen:

- The student's Gradebook ID
- The Student's Gradebook Name
- The student's grade level
- The student's current, up to the minute Marking Period Average for the selected Marking Period.
- The student's Workgroup, if they are assigned to a Workgroup.
- The Grade column.  This column has a different shape depending on the Grading Type of the Assignment.  For *numerically* graded assignments, the Grade column is a text field where you can type the numbers.  In the example above, the "Grade" column is a set of textfields for numeric grades.
- Comment Fields – There are two comment fields.  The one that is showing is for *your private comments on the assignment.*  There is a second, hidden comment field accessible by clicking the 💬icon at the right side of the field:



.  If you click that icon you will open a comment field for Parent/Student comments:



- Four Special Grades:   **Missing**, **Absent**, **Exempt** and **Incomplete**.
- % - The percentage of the points awarded.
- Previous – If you previously gave a student a special grade, then removed it, it appears in the "Prev" column.  Regular grades do not appear in the Previous column.

## Grade an Assignment: The Grade Assignment Screen

**Gradebook→Gradebook→Grade Assignment**



## Grading Assignments: Features of the Grade Assignment Screen

- The "Grade" column is specific to the "Grading Type" of the Assignment:
  - Numeric Grading Type – you get a text field and you must type a number into the field
  - "Checks" – You get "<<" and ">>" buttons (shown above) and you use those to select the "check mark" that you want.
  - Alphabetic grades – You get a drop down field and select an alpha grade (e.g. "B+")
  - O-S-U grading – You get a drop down field and select one of the three grades: "O", "S", or "U"
  - Pass/Fail grading – Yes get a drop down field and select either "Pass" or "Fail"
  - Pre-Set Points grading – You get a drop down field and select either "NHI" (Not Handed In), "HI" (Handed in), or "EC" (Extra Credit)
- There is a "Comment" field where you can put short comments – These are private to you. Ciick the 💬 icon at the right side of the field: [_____] 💬 . a comment field for Parent/Student comments:



- **There are four special grades of** Absent, Incomplete, Exempt and Missing. If you give a student one of these grades, and later change it, the original Special grade will appear in the Previous grade column, as well as on the spreadsheet (as a small red superscript grade) and in Parent Access.
  - **Exempt** – "Exempt" is a real grade that indicates that the student does not have to complete this Assignment and won't be otherwise graded for it. The Assignment does not count for this student. The grade of Exempt does appear – the student is exempt; the assignment is not hidden for them.
  - **Absent** – This is treated just like an exemption – until the student returns and can do the work. However, it is a real grade and will cause the "Previous" field to always reflect the original "Absent" once that grade is replaced. **"Absent" is designed to be temporary.** If the student returns to class and does not do the work, change **Absent** to **Missing.**
  - **Incomplete** – This defaults to a value of 0 (zero). It indicates that the student did not complete the work for the Assignment. The value can be set on your **Profile→Preferences** screen.
  - **Missing** – This defaults to a value of 0 (zero). It indicates that the student did not do the work for the Assignment. The value can be set on your **Profile→Preferences** screen.

- **Mass Updating Grades and Comments**
  - **Grades and Comments** – There are "All" buttons at the top of the Grade and Comment columns. They propagate whatever is in the top box in the column to all open boxes in the column (the Grade "All" button does not override special grades):

Click "**All**" grades (and then Save):



- o **The Special Grades –** The words **Absent**, **Inc**, **Exempt**, **Missing** at the top of the special grade column are buttons that will toggle the checkboxes in the column. You can use these to assign the special grade initially to all students (and then you must uncheck the checkbox for the students who are not getting that special grade).
- o **Parent Comments –** If you open the Parent Comments area for the student at the top of the list, there is a (Copy parent comment to all students) button that will propagate your comments to all students:



- • **Curving Tools –** If you are using the Numeric Grading Type and giving numeric grades, there are a set of Curving Tools that will appear just above the class roster at top left:



- o The "Score Modifier" field takes a decimal number: E.g. 1.1.
- o There are three tools below that apply the Score Modifier to all students' grades for the Assignment:
  - ▪ Add – Add the Score Modifier to the grade
  - ▪ Mult – Multiply each student's grade by the Score Modifier
  - ▪ Sub – Subtract the modifier from each student's grade
- o There is a "Reset" tool which restores the students' grades to what they were either before the screen was displayed or before the last "Save" operation. It wipes away the latest calculations.

## Importing Assignment Grades from Spreadsheets or .CSV Files

At the lower right corner of the Grade Assignment screen, there is an Import Grades button. To import grades for the Assignment from either an MS Excel spreadsheet or a .CSV file, click this button.

The spreadsheet or .CSV file must contain two columns, one labeled **STUDENTID** and the other labeled **GRADE**. There are four optional columns, one for each of the four special grades. They must be labeled **ABSENT**, **EXEMPT**, **INCOMPLETE**, and **MISSING**. A student to whom you are giving one of these must have a Y in the appropriate column. All other values will be ignored. Any other column is ignored.

You can only update students who:

1. Are in the file
2. Are on the course roster.

You can only import grades for the Assignment that is open for grading. You cannot mass upload grades for multiple Assignments.

## *Procedure to Upload Grades from an MS Excel Spreadsheet or .CSV file.*

1. Open an Assignment for grading (i.e. get to the **Grade Assignment** screen).
2. Locate the <small>Import Grades</small> button at the lower right hand corner of the screen and click it.  This brings up an upload file control at the bottom of the screen:
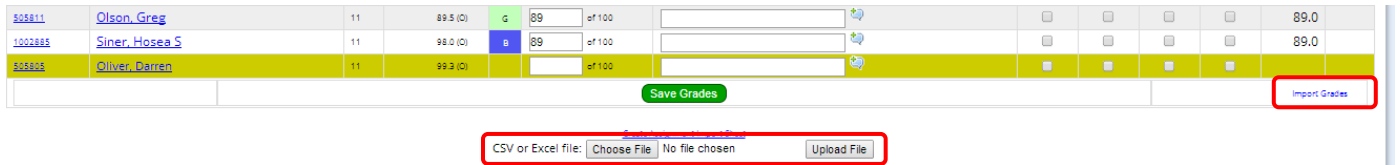


3. Click the [Choose File] button.  This brings up a standard file dialog.
4. Select your file.  Click the [Upload File] button.


## *Creating a Roster Excel Spreadsheet*

You can download a spreadsheet which can load with grades.

1. Locate the <u>Create Assignment Import Sheet</u> control at the very bottom of the **Grade Assignment** screen.
2. Click it.  An Excel spreadsheet will be downloaded.  You can update this and use it with the "Import Grades" function.  The spreadsheet has a column to enter an assignment grade for each student.  In addition, it has a spot for each of the special grades:



| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | NAME | STUDENTID | GRADE | ABSENT | EXEMPT | INCOMPLETE | MISSING |
| 2 | Abernathie, Arlo Perry  * | 1004137 | | | | | |
| 3 | Baker, Christine Julie | 235638 | | | | | |
| 4 | Biddle, Caitlin ALLEN | 1010370 | | | | | |
| 5 | Brunsberg, Chrissy | 105730 | | | | | |
| 6 | Delahanty, Frank | 1000084 | | | | | |
| 7 | DeVore, Dez LaSHAY | 1012212 | | | | | |
| 8 | Dugas, Gus LYNN | 1008226 | | | | | |
| 9 | Eckersley, Dennis | 1000162 | | | | | |
| 10 | Garcia, Ramon JOYCE | 1000286 | | | | | |
| 11 | Hill, Hunter A | 1013683 | | | | | |
| 12 | Mansell, John | 505321 | | | | | |
| 13 | McDonald, Tex MARIE | 505437 | | | | | |
| 14 | McGarr, Chippy MCCAYLE | 1001646 | | | | | |
| 15 | Menosky, Mike | 505519 | | | | | |
| 16 | Olson, Greg | 505811 | | | | | |
| 17 | Siner, Hosea S | 1002885 | | | | | |

## The Special Grades: Giving and Taking Away

The special grades of Absent, Exempt, Missing and Incomplete are designed to help you track student's habits with respect to handing things in on time and getting the job done.

When you give one of the special grades, and then change it to something else, the Genesis Gradebook remembers it and displays the previous special grade as a small red superscript to the current grade. For example, if an assignment "used to be missing" and then was turned in and graded, the previous grade of "missing" is displayed as a superscript red "M": 86.0 $^M$.  If a student was absent when an Assignment was due or a test taken, and then returns and makes up the work, a grade of Absent can be given and then removed and remembered: 78.0 $^A$. Similarly, if an Assignment was incomplete and then finished, a previous grade of Incomplete can be remembered via the red I superscript: D $^I$.

Previous special grades are even remembered for current special grades, so an Assignment that was previously marked Absent can be changed to Missing: M $^A$.

### No Grade of "Late"

Genesis has no explicit grade of "late".  Grades marked as "previously missing" (86.0 $^M$) can be considered late. You can also add "Late" as a comment.

### The Abbreviations for the Special Grades

The default abbreviations for the special grades (ABS, M, INC, EX) can be changed on the "Preferences" page of your Gradebook Profiles.

# Grading with Workgroups

### Gradebook→Gradebook→Grade Assignment



Figure 9- The **Gradebook→Gradebook→Grade Assignment** screen showing Workgroup colors and the "Only Group" control



Figure 10 – Grading the same Assignment as in Figure 9 above – only showing the students in the same Workgroup as the Assignment itself.

## Workgroup Grading

Workgroups implement very loose associations between students and Workgroups and Assignments and Workgroups. When an Assignment that is linked to a Workgroup is graded, all students are displayed on the Grade Assignment screen and students who are in the same Workgroup as the Assignment are color coded.

All students can be graded; the only indication of the Workgroup association is the color coding.

To display **only the students in the same Workgroup as the Assignment** use the "**Only Group __**" checkbox in the lower left hand corner of the screen (See above). The "_" is replaced with the Workgroup's 1-character "code" (e.g. '@'). When this checkbox is checked, only the students actually in the same Workgroup the Assignment is linked with are displayed and can be graded:



All other students on the roster receive a "no grade" – the Assignment exists for them but isn't graded. Note that **ungraded Assignments are silent exemptions for students: they do not count for a student until they are graded.**

## Grading Types

The Gradebook currently supports 9 different Grading Types divided into three Categories:

**Ungraded Assignments –** These are for true ungraded Assignments (e.g. "read pages 44-92") as well as for capturing bits of information about your students:

- **No Grade –** The grading type of "No Grade" allows you to create Assignments that will simply not be graded – or can be used to answer "Yes"/"No" questions.
- **No Grade (Text) –** The Grading Type of "No Grade (Text)" allows you to capture small amounts of text for each student. For example, you can capture book numbers or lunch preferences or Bus routes.

**Regular, "Count Up" Grading –** These are for grading in the usual way when students start each Marking Period with zero points (a Marking Period Average of "No Grade") and accumulate points (both Earned and Attempted) as the Marking Period goes on.

- **Numeric –** These are simply number grades. They can be integers or decimals. They are interpreted as the "number of points" awarded to the student.
  - **Rubric Grading –** You can attach a Rubric to an Assignment and grade it. Rubric Grading is a form of Numeric grading. When a Rubric is selected, the **Grading Type** of the Assignment is set to "Numeric" (and cannot be changed) and the **Maximum Possible Score** field is automatically set to the maximum value of the Rubric (and cannot be changed).
- **Alpha (Letter Grades) –** These are set by your school and are usually something like: A+, A, A-, B+, …, D-, F    These are not typically changeable by you. In rare situations, you may be able to replace the school's Alpha grades with your own grades (e.g. for certain Special Ed classes).
- **Check Marks –** These are five fixed grades: ✓++, ✓+, ✓,✓-, ✓--  Five grades from ✓++ to ✓--. You can adjust their values. If you do not like ✓++ and ✓-- you can more or less hide them using your Gradebook Profile Grade Values screen (**Gradebook→Profiles→Modify Profile→Grade Values**).
- **O-S-U Grading –** These are three fixed grades of O, S and U: Outstanding, Satisfactory and Unsatisfactory.
- **Pass/Fail –** This is a two grade Pass/Fail grading type.
- **Custom Grades –** If you have access to the custom grading type you can design your own grades. For example: E, VG, G, N. You do this via the Grade Values screen of your Genesis Gradebook Profile(**Gradebook→Profiles→Modify Profile→Grade Values**).

**Grading Count Down Categories –** This is exclusively for grading by Weighted Categories when a Category has been setup as a "Count Down" Category. Each student starts each Marking Period with a fixed number of points (e.g. 100) and can gain or lose points as the Marking Period goes on.

- **Pre-set Points –** The Pre-set Points Grading Type is ONLY for use with "count down Categories". NEVER use it with regular Categories. The "Pre-set Points" grades modify the point total the student starts the Marking Period with. These can be positive or negative numbers, or zero. You can create as many Pre-set Points grades as you require.

## Checkmark Grading Type



Checkmark grading is implemented with **<<** and **>>**controls.  Click the **>>** control to increase the checkmarks from ✓ to ✓+ to ✓++.  Click the **<<** control to decrease the checkmarks back through ✓ to no-grade (blank) and  then to ✓- and ✓--.

## Alpha Grades, O-S-U Grading, Pass/Fail Grading, Custom Grades

These Grading Types are all use drop down lists to select the actual grade.  All of the grades in the Grading Type will appear in the drop down:





**Figure 11 – The Gradebook→Gradebook→Grade Assignment screen for O-S-U grading.  The Alpha Grading Type, Pass/Fail and Custom Grades are all the same.**

## Rubric Grading

When a Rubric is attached to an Assignment, the Rubric can be graded directly:

Rubric Grading has been added to the Genesis Gradebook.  A new "**Rubric**" drop down appears on the **Gradebook→Assignments→Add Assignment** screen when at least one Rubric exists for the Gradebook.

**Figure 12 – Create Assignment screen illustrating the "Rubric" drop down**

When you elect to grade with a Rubric, the **Grading Type** of the Assignment is forced to be "**Numeric**" and the **Max Possible Points** field is loaded with the maximum value of the Rubric: neither can be manually altered. The Grade Assignment screen does not allow the "Grade" field to be updated manually. The icon must be clicked to go to the "Grade Rubric" screen:



When the icon is click to grade the Assignment, the Rubric is displayed inidividually for each student. Initially an empty rubric is displayed for the student:



Click in the desired cell of each row to select the grade. The value of the row is the value of the selected cell. When done, click:

- Finish Rubric to return to the Grade Assignment screen or

- Next Student to move to the Rubric for the next student on the roster.

| | Advanced Value: 4 | Proficient Value: 3 | Approaching Value: 2 | Far Below Value: 1 | Points |
|---|---|---|---|---|---|
| **Baker, Christine Julie** | | | | | |
| Sequence | Thoroughly develops a sequence of events to tell about experiences, observations, or imagined ideas. | Develops a sequence of events to tell about experiences, observations, or imagined ideas. | Includes a limited development of a sequence of events that tell about experiences, observations, or imagined ideas. | Fails to develop a sequence of events that tell about experiences, observations, or imagined ideas. | 3 |
| Descriptive Language | Descriptive language and sequence of events to tell about experiences, observations, or imagined idea sensory details are used effectively to help the reader visualize what is happening. | Descriptive language and sensory details are used effectively to help the reader visualize what is happening. | A limited amount of descriptive language and/or sensory details are used. | Does not use descriptive language or sensory details. | 2 |
| Coverage | Addresses every part of the writing assignment. | Addresses every part of the writing assignment. | Addresses only some parts of the writing assignment | Addresses only one part of the writing assignment. | 1 |
| Understanding | Shows a clear understanding of the purpose of the essay. | Shows a clear understanding of the purpose of the essay. | Shows some understanding of the purpose of the essay. | Shows little or no understanding of the purpose of the essay. | |
| Consistent Point of View | Uses a consistent point of view and maintains focus. | Uses a consistent point of view and maintains focus. | Uses an inconsistent point of view and/or does not maintain consistent focus. | Does not use a clear point of view or does not have a clear focus. | 2 |
| Stays on Topic | Writing relates to one topic. | Writing relates to one topic. | Writing relates to more than one topic. | Topic(s) are unclear and difficult for the reader to follow. | |
| Transitions | Uses transitions for a smooth flow. Appropriate paragraph breaks and organization are used. | Paragraph breaks are included appropriately. | Paragraph breaks and/or organizational structure are inconsistent. | Organizational structure is missing or extremely limited. | 3 |
| Varies Sentence Structures | Includes a variety of sentence structures. | Includes a variety of sentence structures. | Includes limited sentence variety. | Uses simple sentences. | |
| Vocabulary | Uses higher level vocabulary appropriately. | Uses grade level vocabulary appropriately. | Attempts, but misuses grade level vocabulary. | Uses a limited/simple vocabulary range. | |
| Grammer | Has few or no errors in grammar, spelling, capitalization or punctuation. Any errors do not interfere with understanding. | Has some errors in grammar, spelling, capitalization or punctuation. Errors do not interfere with understanding. | Has several errors in grammar, spelling, capitalization, or punctuation. Errors may interfere with understanding. | Has serious errors in grammar, spelling, capitalization, or punctuation. Errors interfere with understanding. | 4 |
| | | Finish Rubric     Next Student | | | 15 of 40 |

A ⚠ warning icon is displayed if any of the Rubric's criteria were not graded for a student. The numeric total is whatever was scored on the Rubric for the student:

**Grade Assignment Rubric Test 4**

«  STUFF, 11/04/2013          Rubric Test 4 (11/04/2013) ▼          11/04/2013, Rubric  »

Category: Class Projects Unit: None  Assigned: 11/04/2013  Due: 11/04/2013     Print Graded Rubrics          Save Grades

| ID | Student | Gr | MP1 Avg | G | Grade | | Comment | | Absent | Inc | Exempt | Missing | % | Prev |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1004137 | Abernathie, Arlo Perry * | 10 | 106.7 (O) | G | 30 | ✎ | | 🗨 | ☐ | ☐ | ☐ | ☐ | 75.0 | |
| 235638 | Baker, Christine Julie | 10 | 101.2 (O) | Y | 15 | ✎ | | 🗨 | ☐ | ☐ | ☐ | ☐ | | |
| 1010370 | Biddle, Caitlin ALLEN | 11 | 100.9 (O) | G | | ✎ | | 🗨 | ☐ | ☐ | ☐ | ☐ | | |
| 105730 | Brunsberg, Chrissy | 11 | 100.8 (O) | B | | ✎ | | 🗨 | ☐ | ☐ | ☐ | ☐ | | |
| 1000084 | Delahanty, Frank | 11 | 102.0 (O) | | | ✎ | | 🗨 | ☐ | ☐ | ☐ | ☐ | | |
| 505811 | Olson, Greg | 11 | 89.5 (O) | G | | ✎ | | 🗨 | ☐ | ☐ | ☐ | ☐ | | |
| 1002885 | Siner, Hosea S | 11 | 98.0 (O) | B | | ✎ | | 🗨 | ☐ | ☐ | ☐ | ☐ | | |
| 505805 | Oliver, Darren | 11 | 99.3 (O) | | | ✎ | | 🗨 | ☐ | ☐ | ☐ | ☐ | | |

Save Grades

Remember to click Save Grades to save the scored rubrics.

On the spreadsheet, a "…" is shown next to each grade to indicate that there is a Rubric:

**Rubric Test 4**
Mon -
11/04
40.0

75.0% …

37.5% … ⚠

Placing your cursor over a student's '…' shows the Rubric scores as a tool tip:

| 25.0% … Essay Writing Rubric - Narrative - | |
|---|---|
| Sequence: | ? |
| Descriptive Language: | ? |
| Coverage: | ? |
| Understanding: | ? |
| Consistent Point of View: | 4 |
| Stays on Topic: | ? |
| Transitions: | ? |
| Varies Sentence Structures: | 2 |

Ungraded rows of the rubric appear with red question marks (**?**):

| Essay Writing Rubric - Narrative - | |
|---|---|
| Sequence: | ? |
| Descriptive Language: | ? |
| Coverage: | 3 |
| Understanding: | ? |
| Consistent Point of View: | 4 |
| Stays on Topic: | ? |
| Transitions: | ? |

In the Parent module, the student's graded rubric is available by clicking the 📄 PDF icon displayed next to the numeric grade:

| MP | DUE DATE | DAY | COURSE | TEACHER | CATEGORY | ASSIGNMENT | GRADE | MAX | % | PREV | DOCS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| MP1 | 11/3/2013 | Sun | US HISTORY 2 | Barry, Jack | Class Projects | Rubric Test 3 | 15 📄 | 40 | 37.5% | | |

**Essay Writing Rubric - Narrative**

| | Teacher | Course | Student | |
|---|---|---|---|---|
| | Barry, Jack | 15205/3 - US HISTORY 2 | Brunsberg, Chrissy | |
| | **Advanced**<br>**Value: 4** | **Proficient**<br>**Value: 3** | **Approaching**<br>**Value: 2** | **Far Below**<br>**Value: 1** | **Points** |
| **Sequence** | Thoroughly develops a sequence of events to tell about experiences, observations, or imagined ideas. | Develops a sequence of events to tell about experiences, observations, or imagined ideas. | Includes a limited development of a sequence of events that tell about experiences, observations, or imagined ideas. | Fails to develop a sequence of events that tell about experiences, observations, or imagined ideas. | 4 |
| **Descriptive Language** | Descriptive language and sequence of events to tell about experiences, observations, or imagined idea sensory details are used effectively to help the reader visualize what is happening. | Descriptive language and sensory details are used effectively to help the reader visualize what is happening. | A limited amount of descriptive language and/or sensory details are used. | Does not use descriptive language or sensory details. | 1 |
| **Coverage** | Addresses every part of the writing assignment. | Addresses every part of the writing assignment. | Addresses only some parts of the writing assignment | Addresses only one part of the writing assignment. | 1 |
| **Understanding** | Shows a clear understanding of the purpose of the essay. | Shows a clear understanding of the purpose of the essay. | Shows some understanding of the purpose of the essay. | Shows little or no understanding of the purpose of the essay. | |
| **Consistent Point of View** | Uses a consistent point of view and maintains focus. | Uses a consistent point of view and maintains focus. | Uses an inconsistent point of view and/or does not maintain consistent focus. | Does not use a clear point of view or does not have a clear focus. | |
| **Stays on Topic** | Writing relates to one topic. | Writing relates to one topic. | Writing relates to more than one topic. | Topic(s) are unclear and difficult for the reader to follow. | 2 |
| **Transitions** | Uses transitions for a smooth flow. Appropriate paragraph breaks and organization are used. | Paragraph breaks are included appropriately. | Paragraph breaks and/or organizational structure are inconsistent. | Organizational structure is missing or extremely limited. | 3 |
| **Varies Sentence Structures** | Includes a variety of sentence structures. | Includes a variety of sentence structures. | Includes limited sentence variety. | Uses simple sentences. | |
| **Vocabulary** | Uses higher level vocabulary appropriately. | Uses grade level vocabulary appropriately. | Attempts, but misuses grade level vocabulary. | Uses a limited/simple vocabulary range. | |
| **Grammer** | Has few or no errors in grammar, spelling, capitalization or punctuation. Any errors do not interfere with understanding. | Has some errors in grammar, spelling, capitalization or punctuation. Errors do not interfere with understanding. | Has several errors in grammar, spelling, capitalization, or punctuation. Errors may interfere with understanding. | Has serious errors in grammar, spelling, capitalization, or punctuation. Errors interfere with understanding. | 4 |

# Giving Extra Credit

## Methods of Giving Extra Credit

1. **Adding Points to Numeric Assignments** – If you are grading an Assignment with the Numeric Grading Type you can always give more points than the Assignment is worth.  For example, if the Assignment's Max Points is 100, you can give 105 points.  There is no upper limit.

2. **Creating an Assignment worth zero points and graded Numerically.**  You can create a Numerically graded Assignment with zero Maximum Points.   This allows you to simply add "Earned Points".  If you are using weighted categories you are adding points to one Category's "Earned Points" for the affected student.  If you are using Total Points  grading then you are adding earned points to the student's Marking Period's total earned points.

3. **Using the Special "*Extra Credit*" Fudge Factor Category.**   Genesis has a 'fudge factor' capability which allows you to add (or subtract) points from a student's Marking Period average *after* the average has been computed.  This capability is accessed by using the special *Extra Credit* Category.  When you create the Assignment, select the special Category that appears at the bottom of the Category drop down:

   *Category:

   Homework
   Quizzes
   Tests
   Class Projects
   INFO
   Class Projects
   * Extra Credit *
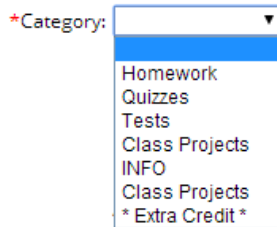
   This special Category causes the grades you assign students to be ***added to the Marking Period average*** rather than averaged in.   When you grade Assignments of this Category, the Grade column specifies that you are adding extra points:

   Grade ALL

   [ ] Extra Points
   [ ] Extra Points
   [ ] Extra Points
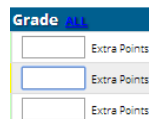
   When you view student's Marking Period average breakdown, the "extra points" appear as a value added to the Marking Period average *after* the actual calculation of the average:

   **Final Grade Calculation**

   ((50.3000 * 100) / 50.0) + 0.0 = 100.6% ** Rounded to TENTHS

# Managing Assignments

## The Assignment Management Screens

There are seven "assignment management" screens:
- Assignment List – This lists Assignments in a selected course and Marking Period and allows for mass updating, copying from course to course (and teacher to teacher) and mass deleting Assignments.
- Add Assignment – This is the Add Assignment screen. It is also accessed via by the Add Assignment Quick Link.
- Bulk Create – This is the "mass create Assignments" screen. One operation to create many Assignments.
- Bulk Modify
- Bulk Copy – This is a more complicated but more feature rich mass copy and can be used to copy Assignments within the same Gradebook, instead of simply from the current Gradebook to another.
- Year-to-Year – This is the "last year" (or a previous year) to "this year" copy.
- Trashcan – Deleted Assignments, with their grades, are placed in the Trashcan and can be retrieved.


These are explained more fully in the sections below.

# The Assignment List Screen

**Gradebook→Assignments→Assignment List**



> The … ellipsis brings up a control to link the Assignment to a Lesson Plan. The ✅ indicates the Assignment is linked to Standards. The 📐 icon indicates that a Rubric is attached. Click to view the Rubric.

**Figure 13 – The Gradebook→Assignments→List Assignments screen provides for multiple functions, including mass updating, copying and deleting Assignments.**

**Notes on Columns of the List Assignments Screen:**
- The "**Day**" column (for day of the week) is filled in only when the Due Date is filled in.
- The … ellipsis for "link to Lesson Plan" only appears if you are using the Lesson Planner.
- The "**Gr**" Workgroup column only contains drop downs if you have first created Workgroups in your Profile.
- The 📐 icon appears for an Assignment when a Rubric is attached. Click it to view the attached Rubric.
- The "For Gradebook" checkbox controls whether the Assignment appears on your spreadsheet: you can hide Assignments off the **Gradebook→Gradebook** spreadsheet (but not off of this **List Assignments** screen).
- The left side checkboxes identify Assignments to be copied or deleted. The **All** button toggles all of the checkboxes.
- If 'documents' (i.e. files) are attached to the Assignments, their icons appear in the "Docs" column. Click to view.

## Sorting Assignments on the List Assignment Screen

The Assignments can be sorted in 6 ways:
- By Marking Period (only useful if Assignments for all Marking Periods are displayed)
- By Category, by due date
- By Workgroup
- By Due Date
- By Maximum Possible Points

- By Sequence numbers (when there are sequence numbers).

To sort the Assignments by one of these, click the corresponding blue, underlined column header:



The sort can be changed (re-sorted) at any time by clicking a different column header.


## Mass Updating Assignments

A chief use of the List Assignments screen is to update multiple assignments at a time.



You can mass update Assignments via the controls on the **Gradebook→Assignments→List Assignments** screen.

1. Go to the **Gradebook→Assignments→List Assignments** screen.
2. Select the class in the drop down at the top of the screen:

   15205/3 - US HISTORY 2, MTWRF, Per. 1 (FY)

3. Select  the Marking Period:

   Marking Period to Display: Marking Period 1

4. Make your updates to the fields you wish to change:

   a. **Marking Period** - MP1 .  If you change Marking Period, you must adjust the Due Date and Assigned Date to fall within the newly selected MP (or you must blank the dates).
   b. **Category** - HW
   c. **Workgroup (if any are defined):** .  If you have not created any workgroups, this drop down will not appear.
   d. **Assignment Name**: Homework A .  It is not possible to update the Assignment's Description on this screen.
   e. **Assignment Column Header**: HW A
   f. **Due Date**:
   g. **Assigned Date**: 08/07/201
   h. **Sequence #**: .  Sequence numbers are completely optional.
   i. **For Gradebook checkbox**:  Check to display the Assignment on the spreadsheet.
   j. **For Parents checkbox**:  Check to have the Assignment immediately appear in Parent Access
5. Click Save to store all your changes.

There are other columns of information on the **Gradebook→Assignments→List Assignments** screen.

# Mass Create Assignments

**Gradebook➔Assignments➔Bulk Create**



## Bulk Create Screen

You can mass create many Assignments with one operation.   You have three options if your school does not use Cycle Days and four options if your school does use Cycle Days:

   a.  Create one Assignment for *every* school day in the Marking Period
   b.  Create one Assignment for every checked day of the week.  For example, you can create a Homework Assignment every Monday, Wednesday and Thursday of the selected Marking Period, or you can create a Quiz every Thursday of the Marking Period.
   c.  If your school uses Cycle Days, you can create Assignments for every checked *cycle day*.  For example, you can create a Homework Assignment every A, C and E day of the selected Marking Period, or you can create a Quiz every D day of the Marking Period.  You will see a set of check boxes corresponding to the Cycle Days your school uses.
   d.  Create a fixed number of Assignments – up to 100 – with no pre-assigned dates.

## *Procedure To Mass Create Assignments:*

   1.  Go to the **Gradebook➔Assignments➔Bulk Create** screen.
   2.  Select **Marking Period** (do not select "All Marking Periods").
   3.  Select the **Category** of Assignments you wish to create (e.g. Homework, Quiz).   Always select the **Category** *before* selecting the **Grading Type** because changing the **Category** field always sets the **Grading Type** to the default Grading Type of the Category.

   

   4.  Select the **Grading Type** for the Assignments.  *Note that Grading Type cannot be changed once the Assignments are graded.* *Select the grade type of the assignment:* ▼
   5.  Select the **Maximum Points** for the Assignments (e.g. 100 or 10)
   6.  If you have created **Units** for the Course and you wish to link these Assignments with one Unit, select that Unit.
   7.  If you wish to link the Assignments with one Workgroup, select that Workgroup

8.  Select the dates/days/number of Assignments to create.   If your school has a schedule cycle (A/B days, 1234, etc.) you will have the option of selecting specific schedule cycle days:

*Select the due dates of the assignment:  ◉ Every school day of specified Marking Period(s).
○ Specify day of week: ☐ M ☐ T ☐ W ☐ TH ☐ F
○ Specify cycle day: ☐ A ☐ B ☐ C ☐ D
○ Create 1 ▼ assignments with Blank Due Dates.

There are **four** potential options:

a.  Every School of the Marking Period – This will generate one Assignment dated for each day of the Marking Period.
b.  Specify the days of the week:  Select one or more week days on which to create an Assignment.
c.  If your school has cycle days, you can select one or more of the cycle days (e.g. A day, B day).  This option will not appear if your school only uses days of the week:

*Select the due dates of the assignment:  ◉ Every school day of specified Marking Period(s).
○ Specify day of week: ☐ M ☐ T ☐ W ☐ TH ☐ F
○ Specify cycle day: ☐ A ☐ B ☐ C ☐ D
○ Create 1 ▼ assignments with Blank Due Dates.

d.  Create up to 100 Assignments with no set date.  These can be hidden until they are needed.

9.  Choose whether or not to remove other, pre-existing Assignments for the selected Category.

Remove existing assignments of this category:  ☐ (Only applies to the selected marking period(s) above)

10.  Choose additional Gradebooks in which to create the additional, linked Assignments:

Create assignment in these additional gradebooks:
(Assignments will be linked)

☐ 35210/2-US HISTORY 2 -B, FY   ☐ 35210/1-US HISTORY 2, FY
☐ 15205/5-US HISTORY 2, FY   ☐ 15215/2-US HIST 2/ECON, FY
☐ 35210/3-US HISTORY 2, FY   ☐ 15205/4-US HISTORY 2, FY
☐ 15215/1-US HIST 2/ECON, FY

11.  Click **Create Assignments** to create the Assignments.
12.  **Go to the Gradebook→Assignments→List Assignments screen to view the newly created Assignments**

# Copy Assignments

There two ways to Copy Assignments.  You can mass copy them on the **Gradebook→Assignments→List Assignments** screen or on the **Gradebook→Assignments→Bulk Copy** screen.

## Gradebook→Assignments→Assignment List



Figure 14 – The Gradebook→Assignments→List Assignments screen has multiple functions, including mass copying Assignments.

## *Procedure to Mass Copy Assignments, Option 1*

1. Go to the **Gradebook→Assignments→List Assignments** screen.
2. Select the Course Section you wish to copy Assignments from.



1. Select "**All Assignments**" or just one Marking Period.  This will bring up the list of Assignments in the selected course for the selected Marking Period.
2. Check off the Assignments to delete, or click the "**All**" button in the header line to check all of the checkboxes.
3. Locate the Copy controls at bottom right:



- Select the "Copy To" Teacher.  This list contains all Teachers you (your user login) has access to.
- Select the Course to copy the checked Assignments to.
4. Click **Copy** to copy the checked Assignments.  This immediately does the copy.

**Procedure to Mass Copy Assignments, Option 2**
This is a two stage process. This first part selects the Assignments to copy.
1. Go to the **Gradebook→Assignments→Bulk Copy** screen.
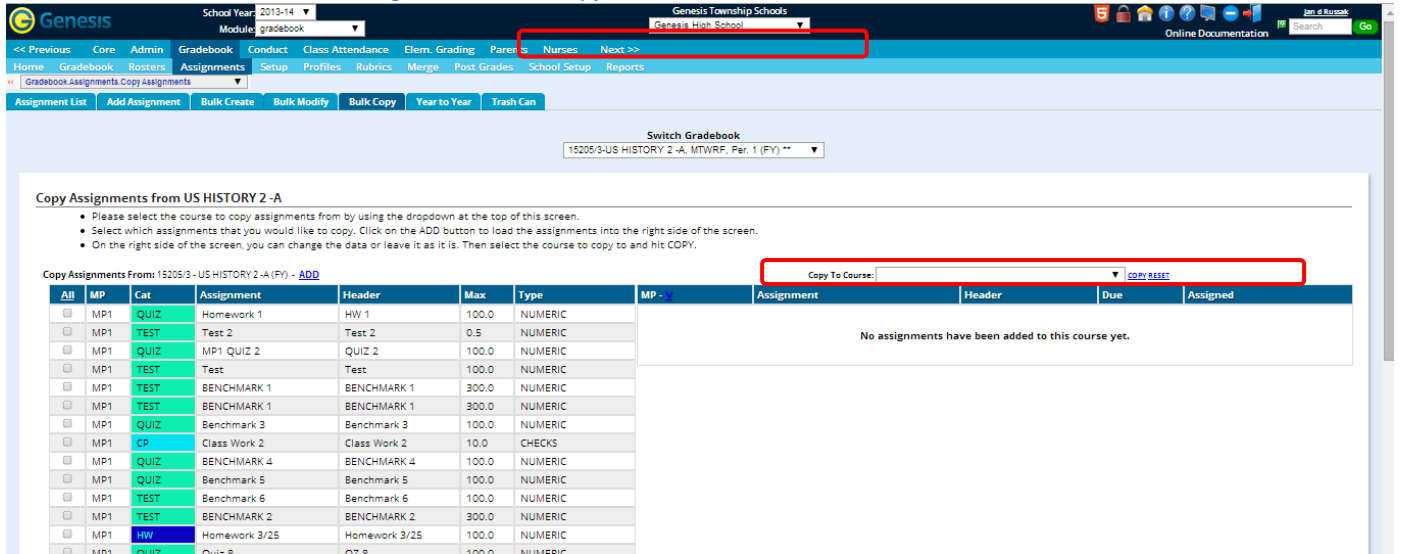


2. Part I:
   a. Select the Course Section you wish to copy Assignments from. This brings up all Assignments in that Gradebook.
   b. Check the checkbox for the Assignments you wish to copy.
   c. Click the **ADD** button at the top of the left side of the screen. This "copies" the selected Assignments to the right side of the screen. This is the end of Part I.
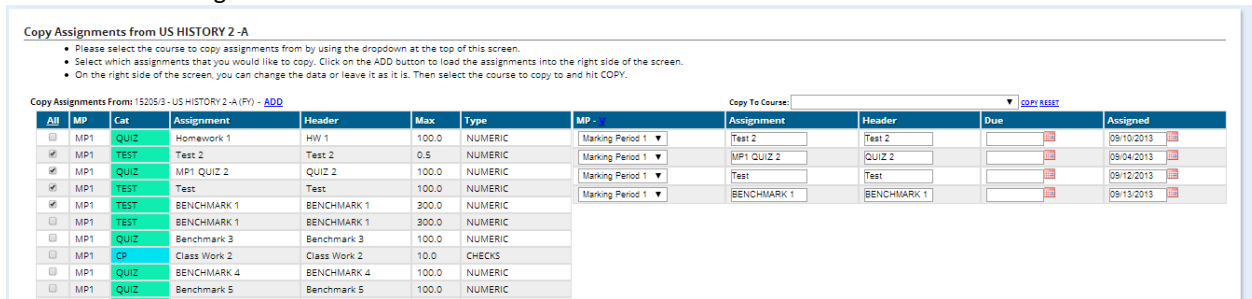


3. Part II: For each Assignment –
   a. Select the Marking Period you want to copy the Assignment to
   b. Specify the Name of the copy (name can be changed during the copy)
   c. Specify the Column Header of the copy
   d. Specify a Due date for the Copy (can be blank)
   e. Specify an Accepted date for the Copy (can be blank)
4. Part III:
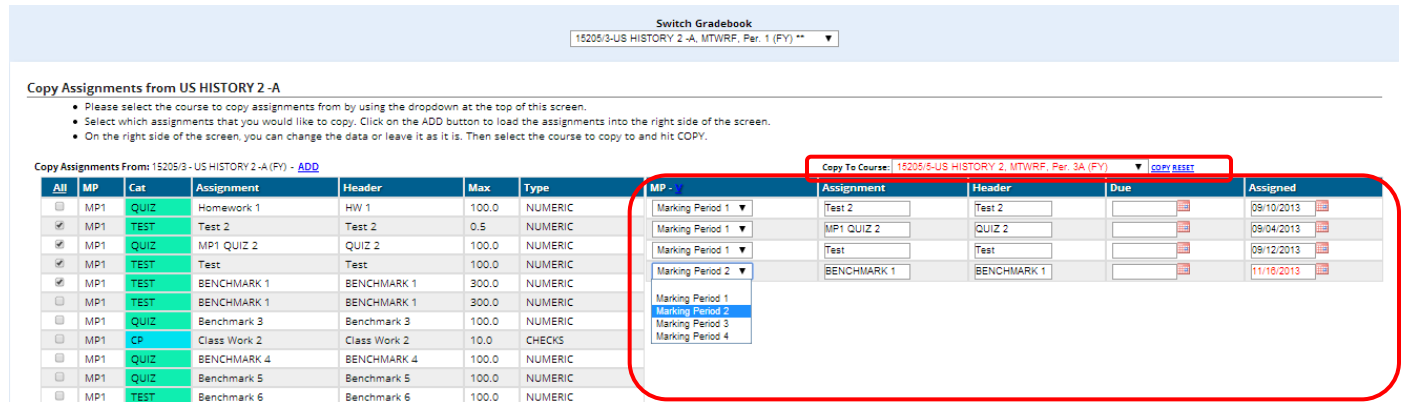
a. Select the Course to copy the selected Assignments to. This can be the same course you are copying them from as long as you have changed the Marking Period or due dates.
b. Click the **COPY** button.

> The page at https://genesis.genesisedu.com says:  ✕
>
> Are you sure you want to copy these assignments?
>
> OK          Cancel
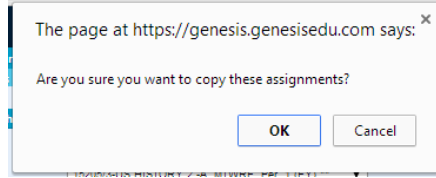
c. This brings up the following verification dialog specifying how many Assignments have been copied:

> **Information**                                   ✕
>
> ⓘ   4 assignments copied successfully.
>
>                                          Close
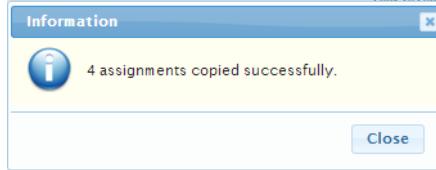
d. Click **Close** to finish the operation.

If there are no Assignments in the Course you wish to copy from, an empty screen appears:

**Switch Gradebook**
35200/3-WORLD CULTURES, MTWRF, Per. 9 (FY)

**Copy Assignments from WORLD CULTURES**
- Please select the course to copy assignments from by using the dropdown at the top of this screen.
- Select which assignments that you would like to copy. Click on the ADD button to load the assignments into the right side of the screen.
- On the right side of the screen, you can change the data or leave it as it is. Then select the course to copy to and hit COPY.

Copy Assignments From: 35200/3 - WORLD CULTURES (FY)  -  ADD                Copy To Course: ▼   COPY RESET

| All | MP | Cat | Assignment | Header | Max | Type | MP - V | Assignment | Header | Due | Assigned |
|-----|----|----|-----------|--------|-----|------|--------|-----------|--------|-----|----------|
|     |    |     | No assignments have been created for this course. |  |  |  |  | No assignments have been added to this course yet. |  |  |  |

# Delete Assignments

**Gradebook➔Assignments➔Assignment List**



Figure 15 – The **Gradebook➔Assignments➔List Assignments** screen provides for multiple functions, including mass deleting Assignments.

There are two ways to delete Assignments.  You can mass delete them via the **Gradebook➔Assignments➔List Assignments** screen or you can delete them one at a time on the **Gradebook➔Assignments➔Modify Assignment** screen.

## Procedure to Mass Delete Assignments

1.  Go to the **Gradebook➔Assignments➔List Assignments** screen.
2.  Select the Course Section you wish to delete Assignments from.



3.  Select "All Assignments" or just one Marking Period.  This will bring up the list of Assignments in the selected course for the selected Marking Period.
4.  Check off the Assignments to delete, or click the "**All**" button in the header line to check all of the checkboxes.
5.  Click the ⬚Delete Assignments⬚ button at the bottom left of the screen to delete all checked Assignments.  This brings up a cautionary message:
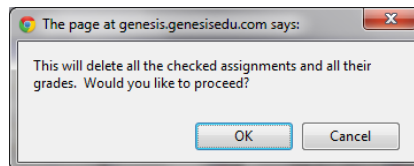


6.  Click OK to delete the checked Assignments.

### *Procedure to Delete a Single Assignment*

1. Edit a single Assignment.  This brings up the **Gradebook→Assignments→Modify Assignment** screen.
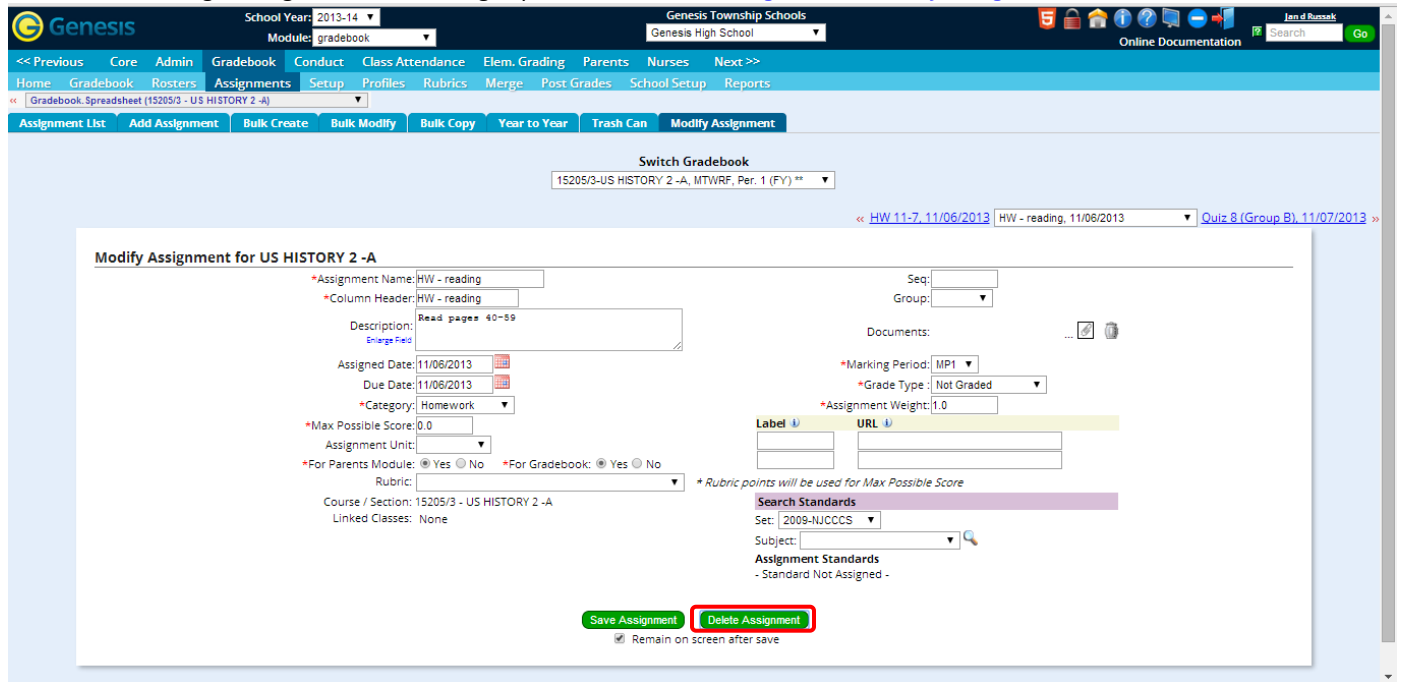


2. Select the Course Section you wish to delete Assignments from.
3. Click the Delete button to delete the Assignment.  This brings up a confirmation message:
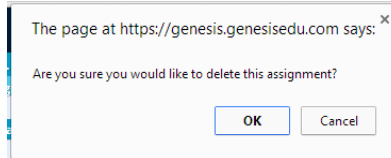


4. Click OK to delete the Assignment.

## Retrieve Deleted Assignments from the Trash Can

Assignments that have been deleted out of Gradebooks are found in the Trash Can, on the **Gradebook→Assignments→Trash Can** screen.   Assignments in the Trash Can continue to exist.  For example, you cannot merge a Gradebook with another if it has Assignments in its Trash Can.

**Gradebook→Assignments→Trash Can**
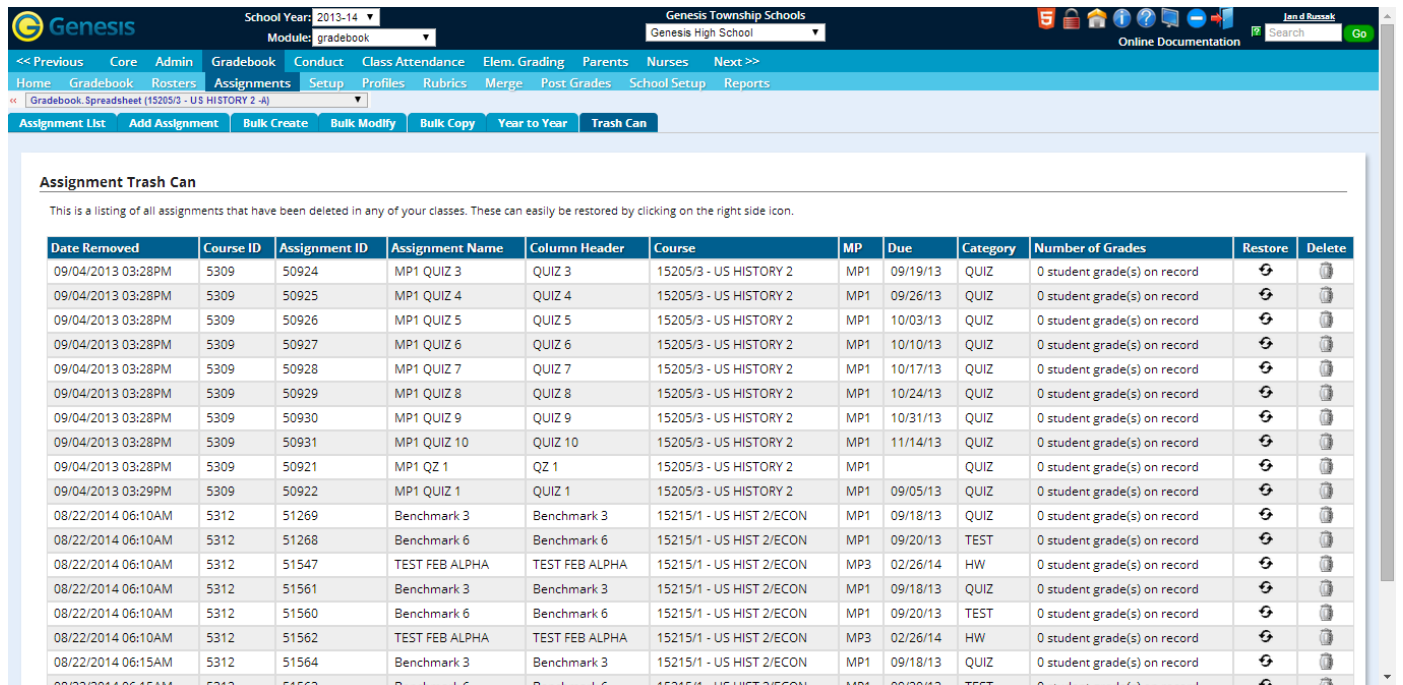
**Figure 16 – The Assignment Trash Can**

## Procedure to Retrieve Assignments from the Trash Can

1. Go to the **Gradebook→Assignments→Trash Can** screen.
2. Select the course.
3. Locate the Assignment you want to restore.  Click the ⟳ restore icon.   This restores the Assignments – and any grades – back to the original course.

## Procedure to Permanently Delete Assignments from the Trash Can

This is the "double delete" operation that clears the Assignments from the trashcan.  Once "double deleted" Assignments cannot be retrieved.  You must "Double Delete" Assignments from the trashcan if you are merging Gradebooks and any Assignments had previously been created in any of the Gradebooks to be merged.

1. Go to the **Gradebook→Assignments→Trash Can** screen.
2. Select the course.
3. Locate the Assignment you want to permanently delete.  Click the 🗑 delete icon.   This brings up a warning dialog:
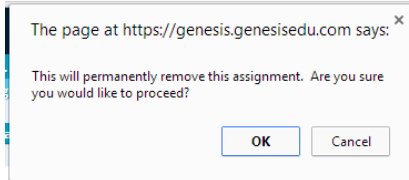


4. Click OK to permanently remove the Assignment.

# Student Screens

**Gradebook→Gradebook**



## Student Specific Screens

There are 9 Student specific screens in the Gradebook:

| | | | |
|---|---|---|---|
| **1.** | Student Assignments | **6.** | Notes |
| **2.** | Grading/Marking Period Average | **7.** | Discipline |
| **3.** | Class Attendance Summary | **8.** | Assessments |
| **4.** | Student Information/Email Address | **9.** | Scratchpad |
| **5.** | Contacts | | |

Clicking the student's name on the Class Roster takes you to the first of these summary screens, the Student Assignments Summary screen.

### Procedure to Access a Student's Screens

**1.** Go to the **Gradebook→Gradebook** spreadsheet screen.

**2.** Click on a student's name. This brings up the **Gradebook→Gradebook→Student→List Assignments** screen.

**3.** If, instead, you click on the student's Marking Period average, the up the **Gradebook→Gradebook→Student→Grading** screen is brought up.

**4.** All other student-specific screens are accessible from either of these two "entry" screens:

- Assignments
- Grading
- Attendance
- Student Info
- Notes
- Contacts
- Merits/Demerits
- Scratch Pad
- Discipline
- Assessments

> To access a student's record, click on the student's ID number. This takes you out of the Gradebook to the **Student Data→Student** screens, such as **Student Data→Student→ Demographics→Contacts2** where you can access information on various parts of a Student's full record (permissions allowing). These screens are not part of the Gradebook.

## Student Information Bar, Birthdays & Icons

The Student Information Bar appears at the top of every screen that is one-to-one with a student: containing only that one student's information.   The bar contains a summary of basic information for the student along with any 'icons' that indicate student status:



The Student Information Bar with the list of icons:



The Student Information Bar can be shown in expanded or contracted mode.  Expanded mode is as above.  In "contracted mode", only the top line of the information bar is visible:



The mode of the Student Information Bar is controlled by clicking the +/- icon at left:

- In contracted mode the icon appears as a "+" sign:  .   Click it to expand the Student Information Bar.
- In expanded mode, the icon appears as a "-" sign: .  Click it to contract the Student Information Bar.

The bar always stays the way you last left it:  you must use the +/- control to change its appearance.

## Birthday Cakes 🎂

On a student's birthday, a birthday cake icon appears to the right of their name on the **Gradebook→Gradebook** spreadsheet screen:



On a student's birthday, a birthday cake will appear next to their name on the Gradebook spreadsheet.

Birthday Icon:  The Birthday Cake icon appears only on the student's actual birthday.  You cannot 'change the date' to see whose birthday might be tomorrow.  Use the **70250 Birthday List report** on the **Gradebook→Reports** tab to get a list of birthdays.

## Student Status Icons

Individual pieces of data on students can be linked to Icons that appear on the student's Student Information Bar and, optionally, on the Gradebook spreadsheet.  This list of icons can appear in condensed and expanded form.  In condensed form only one or two icons plus an ellipsis is displayed:

When you click the ellipsis (…), the remainder of the student's icons are displayed in a box:

Another example:

Condense form:          Expanded form:
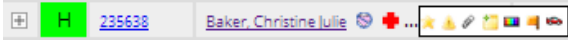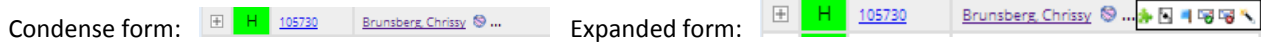
To re-hide the box, re-click the ellipsis (…).
The Student Information Bar always contains all of the student's icons – no "expand" is necessary:

| | | | |
|---|---|---|---|
| Student ID:  105730 | School:  Genesis High School | Homeroom:  D233 (Barry Jack) | Phone: 732-372-2987 |
| Counselor:  Anderson, Mike | Birthdate:  08/31/1990 (23) | Grade Level:  11 | G:F  E: B CM: |
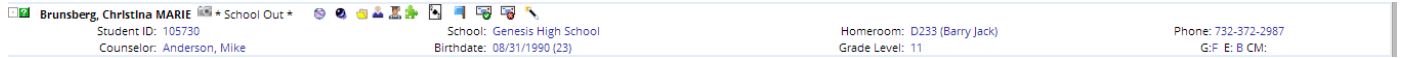
## Built-In Status Icons

Some of these icons are built-in and some may be locally defined by your school or district.  The built-in Icons include:

- Current IEP (   ) – The student has a current IEP.
- Expired IEP (   ) – The student had an IEP but it is now expired.
- Custody (   ) – The student has a custody issue.  Do not deal with any parents or guardians for this student without checking with an administrator to determine who may speak to the child, have information about the child, see the child or pick up the child.
- Medical Alert (   ) – The Nurse has turned on a medical alert for this student.
- 504 Status (   ) – This student has a 504 status.
- Homeless (   ) – This student is flagged as homeless.
- There is at least one Parent Access account linked to the student (   )
- The student has their own Student Access account (   )
- The student has outstanding fines (   ).
- Today is the student's birthday (   ).  Have a party!

# A Student's Assignments

**Gradebook→Gradebook→Student→Assignments**



## Student Assignments Summary

This is a "*one student/all Assignments*" screen.  All of the selected student's Assignments are listed and can be graded on or printed from this one screen.

You can select exactly *which* Assignments to display by using the three drop downs:



- **Category to Display** – Select one or *all* Categories to display
- **Status** – Select the 'status' of the Assignments to display.  The status options include:
  - **All Assignments** (regardless of status)
  - **Only graded Assignments** – Assignments you have entered grades for.  Ungraded Assignments do not appear.
  - **Only ungraded Assignments** (Assignments not yet graded or which have had their grades removed)
  - **Absent** – Assignments with "Absent" grades
  - **Missing** – Assignments with "Missing" grades
  - **Incomplete** – Assignments with "Incomplete" grades
  - **Exempt** – Assignments for which the student is formally marked 'exempt'
- Marking Period (**MP**):  The Marking Period to display.

## Printing Reports for this Student

Clicking the 'printer icon' on the upper left of the screen prints a 'what you see is what you get' report of the student's Assignments.  Whatever you select in the **Category to Display** and **Status** drop downs is 'what you get' when you click the 'printer icon' to produce a report.

The printer icon is the first in the list:

Click it to generate the "what you see is what you get report".   This is an Adobe PDF report you can send to your local printer:

### Student Assignment Summary
### Genesis High School (2002)
### Barry, Jack - 15205/3 - US HISTORY 2

**Student: Brunsberg, Christina MARIE**

| Assignment | Assigned | Due | Category | W | Grade | Points | Max Points | Avg | Class Avg | Status |
|---|---|---|---|---|---|---|---|---|---|---|
| Homework 1 | | 09/05/2013 | QUIZ | | 90.0 | 90.0 | 100.0 | 90.0% | 88.3% | Complete |
| Test 2 | 09/10/2013 | 09/10/2013 | TEST | | | | 0.5 | | 80.0% | Not Graded |
| MP1 QUIZ 2 | 09/04/2013 | 09/12/2013 | QUIZ | | | | 100.0 | | 20.0% | Not Graded |
| Test | 09/12/2013 | 09/12/2013 | TEST | 3.0 | 89.0 | 267.0 | 300.0 | 89.0% | 81.7% | Complete |
| BENCHMARK 1 | 09/13/2013 | 09/17/2013 | TEST | | | | 300.0 | | 0.0% | Not Graded |
| BENCHMARK 1 | 09/13/2013 | 09/17/2013 | TEST | | 255.0 | 255.0 | 300.0 | 85.0% | 80.7% | Complete |
| Benchmark 3 | 09/17/2013 | 09/18/2013 | QUIZ | | | | 100.0 | | 0.0% | Not Graded |
| Class Work 2 | 09/18/2013 | 09/18/2013 | CP | | | | 10.0 | | 71.3% | Not Graded |
| BENCHMARK 4 | 09/17/2013 | 09/19/2013 | QUIZ | | 97.0 | 97.0 | 100.0 | 97.0% | 94.9% | Complete |
| Benchmark 6 | 09/17/2013 | 09/20/2013 | TEST | | | | 100.0 | | 0.0% | Not Graded |
| Benchmark 5 | 09/17/2013 | 09/20/2013 | QUIZ | | 95.0 | 95.0 | 100.0 | 95.0% | 92.9% | Complete |
| BENCHMARK 2 | 09/13/2013 | 09/24/2013 | TEST | | 280.0 | 280.0 | 300.0 | 93.3% | 93.3% | Complete |
| Homework 3/25 | 09/20/2013 | 09/24/2013 | HW | | 97.0 | 97.0 | 100.0 | 97.0% | 85.8% | Complete |
| Quiz 8 | | 09/25/2013 | QUIZ | | | | 100.0 | | 0.0% | Not Graded |
| Assignment 1 | 01/21/2014 | 10/07/2013 | HW | | | | 100.0 | | 0.0% | Not Graded |
| Quiz 30 | 01/21/2014 | 10/07/2013 | CP | | 89.0 | 89.0 | 100.0 | 89.0% | 91.1% | Complete |
| BENCHMARK 21 | 10/08/2013 | 10/15/2013 | QUIZ | | 78 | 0.0 | 100.0 | 0.0% | 0.0% | Complete |
| sample | 10/21/2013 | 10/21/2013 | HW | | | | 100.0 | | 0.0% | Not Graded |
| Rubric 2 | 11/02/2013 | 11/02/2013 | CP | | | | 20.0 | | 85.0% | Not Graded |
| Rubric 1 | 11/02/2013 | 11/02/2013 | CP | | 0.0 | 0.0 | 20.0 | 0.0% | 8.2% | Complete |
| Rubric Test 3 | 11/03/2013 | 11/03/2013 | CP | | 15.0 | 15.0 | 40.0 | 37.5% | 59.4% | Complete |
| STUFF | 11/04/2013 | 11/04/2013 | INFO | | | | 0.0 | 0.0% | 0.0% | |
| Rubric Test 4 | 11/04/2013 | 11/04/2013 | CP | | | | 40.0 | | 56.3% | Not Graded |
| Rubric | 11/04/2013 | 11/04/2013 | QUIZ | | | | 40.0 | | 0.0% | |
| Rubric Test 28 | 11/04/2013 | 11/04/2013 | HW | | | | 40.0 | | 51.2% | Not Graded |
| YES NO | 11/04/2013 | 11/04/2013 | INFO | | | | 0.0 | 0.0% | 0.0% | |

# Class Attendance

**Gradebook→Gradebook→Student→Attendance**



## Student Class Attendance

The student's Class Attendance for the year is displayed on the **Gradebook→Gradebook→Student→Attendance** screen.   This is a view-only screen:  no updates can be done via this screen.  It summarizes the student's attendance for the year in the class associated with the current Gradebook.

# Grading – Marking Period Average

**Gradebook→Gradebook→Student→Grading**

## Student's Marking Period Average

The student's Marking Period average calculation for the selected Marking Period is displayed on the
**Gradebook→Gradebook→Student→Grading** screen.   This is a view-only screen:  no updates can be done via this screen.

## Student Grade Breakdown Summary

This screen shows how the student's Marking Period average is being computed for the selected Marking Period.

There are two versions of this screen.  The screen that is displayed is controlled by whether you are garding by Total Points or by Category Weights.  The screen shown above is the Category Weights Grade Breakdown screen.

### The Category Weights Version of the Screen

When your basic grading preference is to grade by weighted categories, the screen shows how the student is doing in each Category.  Categories which do not yet have any Assignments are shown in red background.  Categories which have Assignments and current 'count' toward the average are in the lightly colored background with positive values for the "Category Average":

**Category Weight Calculations:** Category Average * (MP Weight / 100) = Category Score
**Final Grade Calculation:** ((Sum of Category Scores) * 100) / (Sum of Category Weights)) + Extra Credit Points

| Category | Category Avg. | Weight | Score |
|---|---|---|---|
| Homework | 99.0000 % | 25.0 | 24.7500 |
| Quizzes | 00.0000 % | 0.0 | 00.0000 |
| Tests | 97.0000 % | 50.0 | 48.5000 |
|  |  | 75.0 | 73.2500 |

The Marking Period grade calculation is shown below:

| **Final Grade Calculation** |
|---|
| ((73.2500 * 100) / 75.0) + 0.0 = 97.7% ** Rounded to TENTHS |

**Note** that the Marking Period grade calculation includes a value added in:  **+ 0.0** .  This is the total of all of this student's special "Extra Credit" (i.e. 'fudge factor') Category Assignment grades for the specified Marking Period.  Note that the total of these special grades are added in *after the primary MP Average calculation is done*.

### Calculating Category Scores

The score for each individual Category is computed either by "total points" or by "simple score average".  In 'simple score average' grading, the scores for all of the Assignments in the Category are summed up and divided by the number of Assignments.  You can set your preference for how to grade in your Gradebook Profiles.

### The Total Points Version of the Screen

When your basic grading preference is to grade by total points, the screen shows the sum of the Attempted Points, the sum of Earned Points, the value of any Extra Credit ('fudge factor') points and the computed average.
The formula that is used is displayed above and is unchanging:

**((Earned Points / Attempted Points) * 100) + Extra Credit Points = Final Average**

The screen simply lists the values that are plugged in to the formula and the result:

The formula that is used for the Total Point calculation is as follows:
**((Earned Points / Attempted Points) * 100) + Extra Credit Points = Final Average**

| Earned Points | Attempted Points | Extra Credit Points | Final Average | |
|---|---|---|---|---|
| 154.00 | 350.00 | 0.00 | 44.0% | ** Rounded to TENTHS |

**Figure 17- The "Total Points" view of the Gradebook→Gradebook→Student→Grading screen**

# Notes

**Gradebook→Gradebook→Student→Notes**



## Student Notes

This screen allows you to keep private notes on the student that do not appear anywhere else.   They are private to you but are a public record.

### Procedure to Create a Note

1. Go to the Gradebook→Gradebook spreadsheet.
2. Locate a student and click on their highlihghted name or MP Average.
3. Locate the student's **Notes** tab and click it to bring up the Student's Notes screen.
4. Click the **Add Note** button to bring up the "Create Note" popup:



5. Change the date if you wish to date the Note on some other date than today.  Date: 08/25/2014
6. Click **Create** to add the new note:
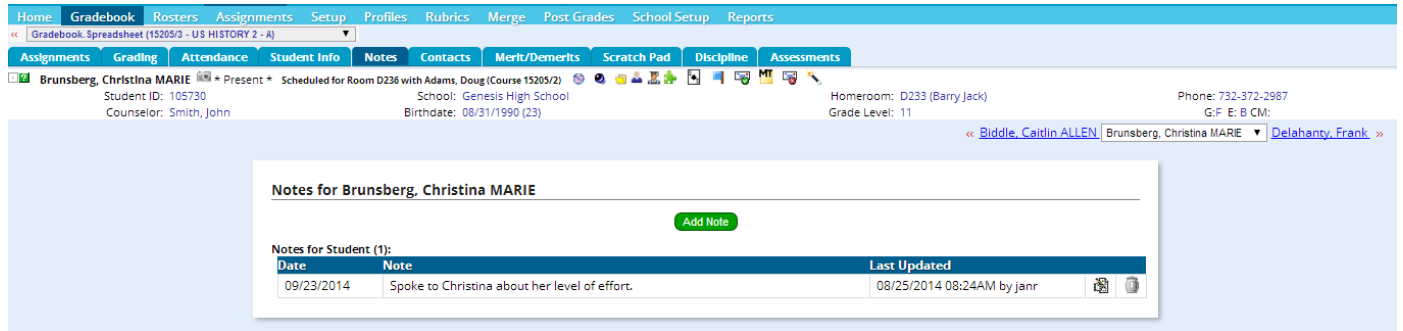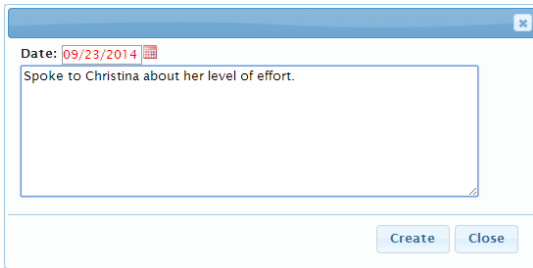
## Procedure to Edit a Note

1.  Go to a Student's Notes tab and locate the note you wish to edit.
2.  Click the 📝 edit icon for the note.  This brings up a dialog:
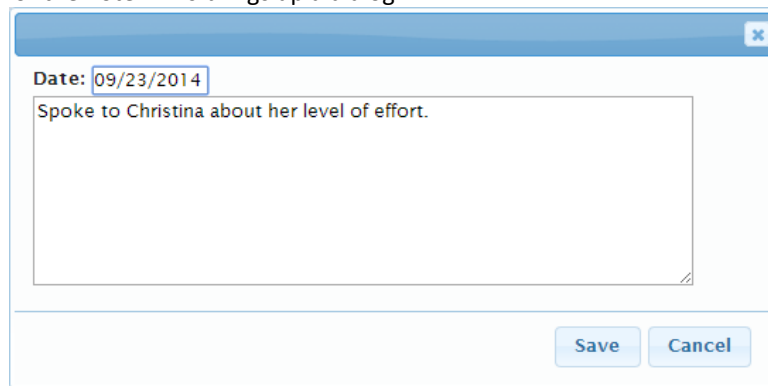


3.  Update the text and click [Save].  You cannot change the date of the note.


## Procedure to Delete a Note

1.  Go to a Student's Notes tab and locate the note you wish to delete.
2.  Click the 🗑 icon.  This removes the note.  There is no confirmation dialog.

# Student Info

**Gradebook➜Gradebook➜Student➜Student Info**



## Student Information Summary

This screen shows you basic information about the student, including the student's photo if it is on file (you cannot upload the photo: this is a function of your district).

You can update settings for this student in your Gradebook (in this one class).

Information which can be updated via this screen includes:
- Student's Gradebook Nickname
- Student's Gradebook id (defaults to the student's district student id)
- Student Email: The one Email that the teacher controls. The teacher can enter an email for each student.
- Student's Workgroup assignment
- Flag to show the "*New*" indicator for this student. If the "Accept Status" box is checked, the "*New*" indicator is turned *off*.
- Flag to display the *student* on the Class Roster screen. If the "Show Student" box is checked, the student *will* be displayed on the Class Roster screen. If the box is unchecked, the student will be hidden and will only be accessible on the Active Students/Class Roster setup screen.

Make sure you click [Save Screen] to save your changes.

## Parent Access Usage

This screen provides information about parent access logins for the student.

*This student has 14 Parent Logon(s) assigned to them. The last logon was 08/20/2014 at 12:12PM.*

You can also display a record of the times a parent or guardian has logged in. Use the PDF icon to bring up a report of parent access logins for this student. Find the "Parents use Parent Access" and click the PDF icon to bring up a report of parent access usage:

**Parents use Parent Access:** Yes 📄

## Contacts

**Gradebook→Gradebook→Student→Contacts**



<div align="center">

**Figure 18 – The Gradebook→Gradebook→Student→Contacts screen**

</div>

The Contacts Screen is used to send Progress Reports to both school and home contacts of the student's.  There are two categories of contacts on this screen:

- School Contacts – School Contacts can include Guidance Counselors, Resource Teachers, Case Managers, 504 Coordinators, Vice Principals and Principals.  These are the "in school" contacts
- Family Contacts – Family contacts can include any of the student's Guardians and the student themself.  The "Student's Gradebook Email" can be set directly by you.

### *Procedure to Send Email & Progress Reports from this Screen*

1. Go to the **Gradebook→Gradebook** spreadsheet screen
2. Click on the student's name.
3. Click on the [Contacts] tab to get to the **Gradebook→Gradebook→Student→Contacts** screen
4. Select *at least* one contact to send to (School Contact or Family Contact - it does not matter).  You can select as many as you like.
5. Select a Marking Period.  It defaults to the current Marking Period.  A Progress Report is always attached to any message sent from this screen.  The Marking Period selected is the Marking Period of the Progress Report.



To view a preview of the Progress Report that will be sent, click on the [Preview] button.  The preview of the Progress Report pops up in a separate browser tab.  *The format of the report, whether it includes signature lines, etc., is controlled by the Reports tab of the Gradebook's Profile:*



**Student Progress Report**
**Genesis High School (2002)**
**Barry, Jack - 15205/3 - US HISTORY 2**

**Student: Brunsberg, Christina MARIE**

| Assignment | Assigned | Due | Category | W | Grade | Points | Max Points | Avg | Status |
|---|---|---|---|---|---|---|---|---|---|
| Rubric Test | 07/29/2014 | 08/01/2014 | TEST | | 99.0 | 99.0 | 100.0 | 99.0% | Complete |
| BENCHMARK 1 | 09/13/2013 | 08/01/2014 | TEST | | 289.0 | 289.0 | 300.0 | 96.3% | Complete |
| Homework | 08/06/2014 | 09/08/2014 | HW | | 99.0 | 99.0 | 100.0 | 99.0% | Complete |
| | | | | | **Totals:** | **487.0** | **500.0** | **Calculated Avg: 97.4%** | |

| Category Description | Category Average | Category Weight | Category Score |
|---|---|---|---|
| Homework | 99.00% | 25.0 | 24.7500 |
| Quizzes (This category is not weighted this MP.) | 00.00% | 0.0 | 00.0000 |
| Tests | 97.00% | 50.0 | 48.5000 |

** Student's Extra Credit Points: 0.0 **

Category Weight Calculation: Category Average * (MP Weight / 100) = Category Score
Final Grade Calculation: ((Sum of Category Scores) * 100) / (Sum of Category Weights) + Extra Credit Points)
** Student's Extra Credit Points: 0.0 **

Guardian/Parent Signature: _____

**Figure 19 – Preview of the Progress Report that will be attached to the outbound email.**

6. Enter a Subject.  This field is "sticky" – whatever you put in it will stay in it until you change it.
7. Enter a Message.  Like the Subject, the message is sticky and remains until you change it.
8. To send the message and the Progress Report, click the [Create] button.

This screen sends only to one student at a time.

You can mass send emails via the **Gradebook→Setup→Progress Reports** screens.

## Sticky Subject and Message Fields

The Subject and Message text fields on the **Gradebook➔Gradebook➔Student➔Contacts** screen are "sticky": they are not cleared or updated until you clear them. This feature is designed to make it easy for you to send the same or broadly similar messages to a group of students without having to repeatedly enter the message.

☞ *The down side of sticky messages is also that they are not automatically cleared, so that you must pay attention to the message when you send it: you do not want to inadvertently send a message targeted to one student to another.*

## Setting Progress Report Parameters

Progress Report parameters are located in the Profile.



The Progress Report options include:

- **Only Show Graded Assignments** – Only include Assignments that are graded for this student.
- **Show Teacher Signature Line** – Add 'teacher signature' line at bottom where the teacher can sign.
- **Show Parent Signature Line** – Add 'parent signature' line at bottom where the parent can sign.
- **Show Class Average** – Print the class' average for each included Assignment. The parent can see how the child has done vs. the class average.
- **Round Averages to two Decimal Places** – All averages will have at most two decimal places.
- **Show Extra Credit Total** – Show the number of 'brute force' points that were added to the student's MP average.
- **Translate Numeric Assignment Grades to Alpha -** Show alpha (letter) grades for all Assignments.
- **Include "Parent Comment" for Assignments** – If you have left any comments for Parents when you graded Assignments, they will be included in the Progress Reports.
- **Include 'Attempted' and 'Earned' columns in the Totals row** – This includes "Earned" and "Attempted" point totals in the emailed progress reports. This should only be used if your basic grading scheme is "Total Points", otherwise these values ("Earned" and "Attempted" points) may confuse parents/guardians.
- **Show Category Data** – This option controls whether any Category data will be added to the Progress Reports. If it set to Yes, then a block of information about how the student is doing Category by Category is included.
- **Show Category Averages** - If yes, Category averages are included in the report.
- **Show Category Weights** – If yes, Category Weights are shown on the reports.
- **Show Category Score** – If yes, the student's scores for each Category are included in the reports.

To view and change any of your progress report settings, edit your Gradebook Profile and go to the [Progress Report Settings] screen.

# Discipline

**Gradebook→Gradebook→Student→Discipline**



**Teachers can Initiate Conduct Referrals in the Gradebook**

There is a "Discipline" screen that can be made available so that teachers can initiate Discipline incidents for students in their classes.   These referrals go into a queue to be reviewed by the school's discipline administrator.  When that person reviews the referral, they can turn it into a real Conduct incident and add Actions (e.g. Detention).  If you have permission to do so, you will see the Actions listed, otherwise the "Action" column will remain blank.



## Procedure to Initiate a Discipline Referral

1. Go to the **Gradebook→Gradebook** spreadsheet screen for your course
2. Click on the name of the Student who you wish to initiate a Discipline Incident for
3. Click on that student's Discipline tab.  This brings up their **Gradebook→Gradebook→Student→Discipline** screen.
4. Click on the **Add New Incident** button at the upper central portion of the screen.  This will display an "Add Incident" form in the right side of the screen:

5.  Fill in the form:
    a.  **Date** -  The Date field always defaults to "today" but can be set for any prior date.
    b.  **Reported by** – This should default to your name, but it can be updated.
    c.  **Location** – This is the location where the incident occurred.
    d.  **Time Period** – This is the time of day when the incident occurred.
    e.  **Repeat Problem –** This yes/no question indicates whether this is a repeat issue for this student. This question only applies to the one student who is being reported.
    f.  **Severity** – This is the perceived severity of the infraction from the teacher's point of view.
    g.  **Infraction 1 –** This is the primary infraction done by the student. It is a required field and must be present.
    h.  **Infraction 2 –** Infraction 2 is an optional additional infraction committed by the student.
    i.  **Infraction 3–** Infraction 3 is an optional additional infraction committed by the student
    j.  Enter a **Description** of the incident. Please note that this Incident Description may appear in a letter sent to the student's parents or guardians. Please describe the incident in a manner as to be best understood by the parents/guardians.
    k.  When you have completed entering information, click the [Save Incident] button to create the referral. The referral goes to the discipline administrator for review.

## *Procedure to Update a Discipline Referral*

1.  Go to the **Gradebook→Gradebook** spreadsheet screen for your course
2.  Click on the name of the Student who you wish to initiate a Discipline Incident for
3.  Click on that student's Discipline tab. This brings up their **Gradebook→Gradebook→Student→Discipline** screen.
4.  Locate the Incident Referral you wish to edit and click the corresponding Edit icon. This brings up the information in the referral on the right side of the screen:

5. Update the information in the form.
6. When you have completed entering information, click the [Save Incident] button to save your changes.

## Procedure to Delete Discipline Referral

1. Go to the **Gradebook→Gradebook** spreadsheet screen for your course
2. Click on the name of the Student for whom you wish to remove an Incident.
3. Click on that student's Discipline tab.  This brings up their **Gradebook→Gradebook→Student→Discipline** screen.



4. Locate the Incident Referral you wish to edit and click the corresponding Trash Can delete icon.  This brings up a confirmation dialog:
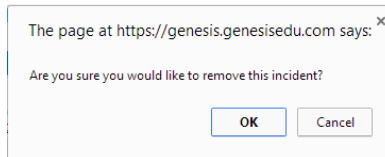


5. Click **OK** to remove the referral.  A verification dialog will be displayed:
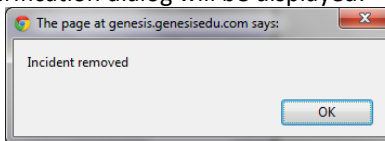


6. Click **OK** to complete the procedure.

# Merits/Demerits

There is a second 'discipline' system optionally available in the Gradebook.  This may not be turned on for you.  If it is, you will be able to select "merits" or "demerits" for a student in your class.  These will appear on their permanent student record.

**Gradebook➔Gradebook➔Student➔Merits/Demerits**
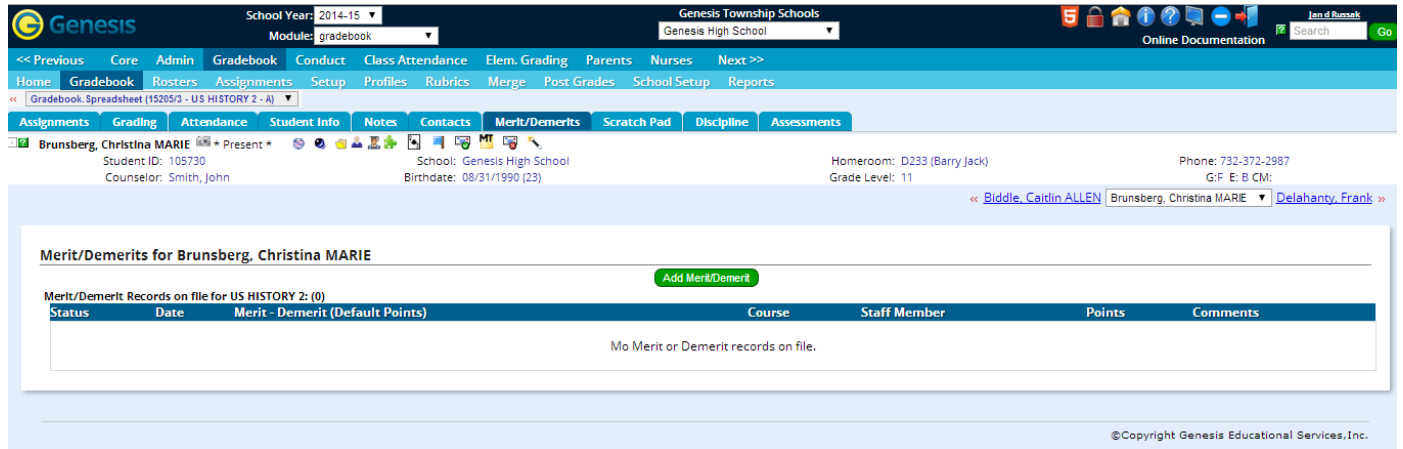


## Merits & Demerits in the Gradebook

If the Merits/Demerits system is turned on in your district, you will receive instruction on when and why to use it.  Each school or district defines their own set of Merits and Demerits and uses these for their own purposes.  The Gradebook simply allows you to manage these for the students in your class(es).  Merits generally confer points (positive points) on a student and Demerits generally take points away (confer negative points).

### *Procedure to Add a Merit or Demerit*

1. Go to the Gradebook➔Gradebook spreadsheet.
2. Find the student you wish to add a Merit or Demerit for and click on their name or MP Average.  This brings you to their set of screens.
3. Click on the **Merit/Demerits** tab to bring you to the Merits/Demerits screen.
4. Click the **Add Merit/Demerit** button.   This brings up the Add Merit/Demerit dialog:
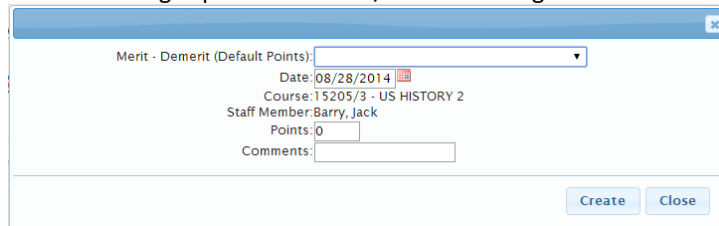


5. Select the merit or demerit from the "Merit-Demerit" drop down.  All of these are defined locally by your school or district.
6. Update the Date if the student's action took place on a date other than "today".
7. Update the Points field if you want to and are allowed to.
8. Enter any short Comment you desire.
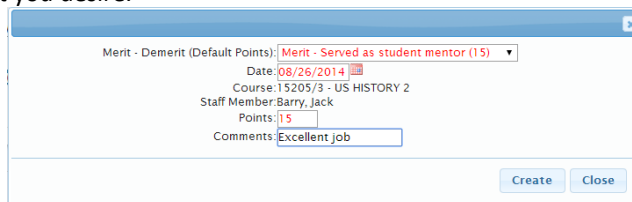


9. Click the **Create** button to create the Merit or Demerit record.  The new record will appear in the Merits/Demerits list:

Once you have entered the Merit/Demerit record it is queued to be either approved or declined by the school's "discipline administrator". Note the "*pending*" status. Once the discipline administrator has reviewed your Merit/Demerit 'nomination', the status will be updated appropriately.

Approved:



Or Declined:



## *Procedure to Update a Merit/Demerit*

1. Go to the Merits/Demerits screen for a student.
2. Locate the Merit/Demerit record you wish to update.
3. The "Date", "Merit-Merit", Points and Comments fields are all editable. Make the required changes.
4. Update as many additional records as desired or required.
5. Click the Save Records button to save your changes.

## *Procedure to Delete a Merit/Demerit*

1. Go to the Merits/Demerits screen for a student.
2. Locate the Merit/Demerit record you wish to delete.
3. Click the 🗑 trashcan icon corresponding to it. This causes a verification dialog to be displayed:



4. Click OK. This removes the Merit/Demerit.

# Assessments

**Gradebook→Gradebook→Student→Assessments**



### Student Assessments

The student's Assessment scores that you are allowed to see (by permissions) are displayed on the **Gradebook→Gradebook→Student→Assessments** screen.   This is a view-only screen:  no updates can be done via this screen.

In addition to all of the student's Assessments, you will be able to bring this student's scores for any Data View that you have permission to view.  The "Select a view" drop down list defaults to showing all of the student's Assessment scores.  You can then select any other Data View you have access to. The actual content of the drop down will be specific to your school:

# Scratchpad:  Reviewing a Student's Progress/Tools for Student Conferences

**Gradebook→Gradebook→Student→Scratchpad**



**Figure 20 – The Scratch Pad screen lets you strategize with the student on how their performance might improve**

## The Scratchpad

The Scratchpad screen gives teachers a way to strategize with students on how their performance for the remainder of a Marking Period can affect their final Marking Period average and grade.

## Strategizing with a Student

If you create most of the Assignments you will be posting from now to the end of the Marking Period, you can strategize with a student to show them – or allow them to discover – how their performance can affect their final Marking Period Average and the resulting Marking Period Report Card grade.

The **Gradebook→Gradebook→Student→Scratchpad** screen displays how many points are still available to be earned in each Category (or overall, if your preferred grading scheme is "Total Points").   The "Points Possibly Achieved" column allows you to work with the student to demonstrate how, depending on how many of the still-available points they earn, they can bring up their final Marking Period grade.

In the example below, there are 820 points remaining in the Homework Category, 300 points remaining in the Quiz Category, 100 points remaining to be earned in Class Projects and 120 points to be earned in Classwork, as well as 200 points in Tests.  If you enter a 'goal' number of points in each box in the "Points Possibly Achieved" column, you can demonstrate to the student how they can fare by Marking Period's end

## The Marking Period Average Calculation

If you are grading by weighted Categories, the student can see how they are doing Category by Category:

| Category | Weight | Average | Product |
|----------|--------|---------|---------|
| HW | 5.0 | 69.0% | 3.4500 |
| QUIZ | 25.0 | 34.0% | 8.5000 |
| TEST | 40.0 | | ? |
| INFO | 0.0 | | ? |
| CW | 20.0 | | ? |
| CPROJ | 10.0 | | ? |
| Totals: | 30.0 | | 11.9500 |

This area shows how the student is performing in each Category.   You can use this screen to illustrate what happens if they earn all, or almost all of the points still available, as opposed to what their average will be if they earn few of the available points in each Category.   If you are grading by   Total Points, this matrix will be not be present.  The screen will show only total points, without regard to Category.

### *Procedure to Strategize with Student on Improving their MP Grade*

1.  Go to the **Gradebook➔Gradebook** spreadsheet screen for your course
2.  Click on the name of the Student.  This brings up the **Gradebook➔Gradebook➔Student➔Assignments** screen.
3.  Click on that student's **Scratch Pad** tab.  This brings up their **Gradebook➔Gradebook➔Student➔ Scratch Pad** screen.
4.  To strategize with the student, examine the last three columns of the :

| Remaining Points | Points Possibly Achieved | Possible Avg. |
|------------------|--------------------------|---------------|
| 820.0 (12 Assignments) | ☐ | ? |
| 300.0 (5 Assignments) | ☐ | ? |
| 200.0 (1 Assignments) | ☐ | ? |
| 0.0 (2 Assignments) | 0 | |
| 120.0 (12 Assignments) | ☐ | ? |
| 100.0 (1 Assignments) | ☐ | ? |
| 1540.0 (33 Assignments) | 154  out of  350 | 39.8% |

5.  Enter possible scores in the "**Points Possibly Achieved**" column's checkboxes.
6.  Click the [ Calculate ] button.  This will fill in the "Possible Average" column and display the *possible* Marking Period average the student could achieve:

| Remaining Points | Points Possibly Achieved | | Possible Avg. |
|------------------|--------------------------|---|---------------|
| 820.0 (12 Assignments) | 800 | 97.5% | 94.4% |
| 300.0 (5 Assignments) | 288 | 96.0% | 67.8% |
| 200.0 (1 Assignments) | 190 | 95.0% | 95.0% |
| 0.0 (2 Assignments) | 0 | | |
| 120.0 (12 Assignments) | 110 | 91.6% | 91.6% |
| 100.0 (1 Assignments) | 96 | 96.0% | 96.0% |
| 1540.0 (33 Assignments) | 1638  out of  1890 | | 87.61% |

If you are using weighted Category grading, you can see the affect in each Category:

| Category | Weight | Average | Product |
|----------|--------|---------|---------|
| HW | 5.0 | 94.4% | 4.7228 |
| QUIZ | 25.0 | 67.8% | 16.9545 |
| TEST | 40.0 | 95.0% | 38.0000 |
| INFO | 0.0 | | ? |
| CW | 20.0 | 91.6% | 18.3333 |
| CPROJ | 10.0 | 96.0% | 9.6000 |
| Totals: | 100.0 | | 87.6107 |

7.  Repeat steps 5 and 6 to strategize different performance points on the part of the student.

# Seating Chart

## Setting Up the Seating Chart

**Gradebook→Gradebook→Seating Chart**



> Change **Seating Chart mode** here. When '**Change Seating**' is selected, you can drag and drop both students and the Teacher's Desk.

> Click the printer icon to print a seating chart.

> Students whose picture is not the lighter section will not appear on printed seating charts.
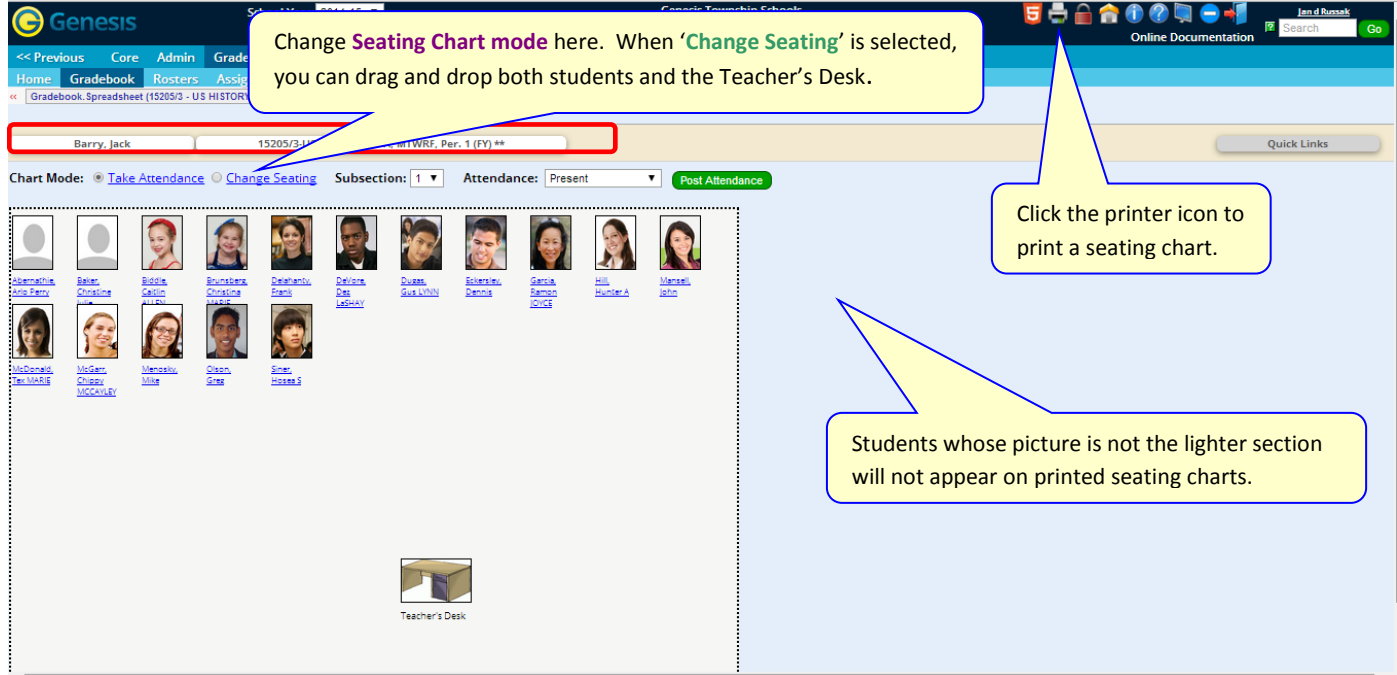
**Gradebook/Class Attendance Seating Chart**

The Genesis Gradebook includes a 'drag and drop' seating chart. Each *active* student on your class roster is shown on the Seating Chart. If there are pictures available for the students, the students' pictures will be displayed. Otherwise, you will see the 'blank photos' shown above.

The Seating Chart screen has two modes:

- Set up chart. You must choose this by clicking the 'Change Seating' radio button.
- Take Class Attendance. This is the default mode for the screen.

The seating chart has a panel for every student in the class. If a student has no photo, the "no photo" panel appears with the student's name underneath it.

When photos are uploaded into Genesis, they automatically replace the "no photo" panel: you do not need to personally do anything to import photos.

### Procedure to Setup the Seating Chart

1. Bring up a Gradebook spreadsheet screen.
2. Locate the Seating Chart tab on the bottom of the spreadsheet and click it. This brings up the seating chart.
3. Click on the ⭘ Change Seating radio button. This changes the seating chart to "Change Seating" mode and makes the pictures and teacher's desk drag-able.
4. Drag the pictures and desk to the locations you want them in. Make sure that all pictures are on the light colored field (of they will not print).
5. Click the Save Seating Chart button to save the new positions:
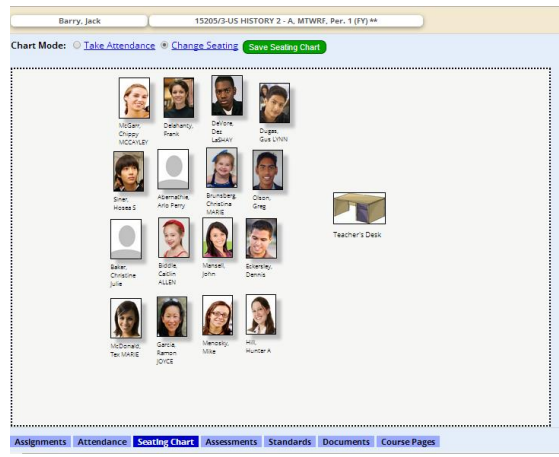
## Printing the Seating Chart

To print the seating chart, bring up the seating chart screen and click the 🖨 printer icon at the upper right corner of the **Seating Chart** screen:
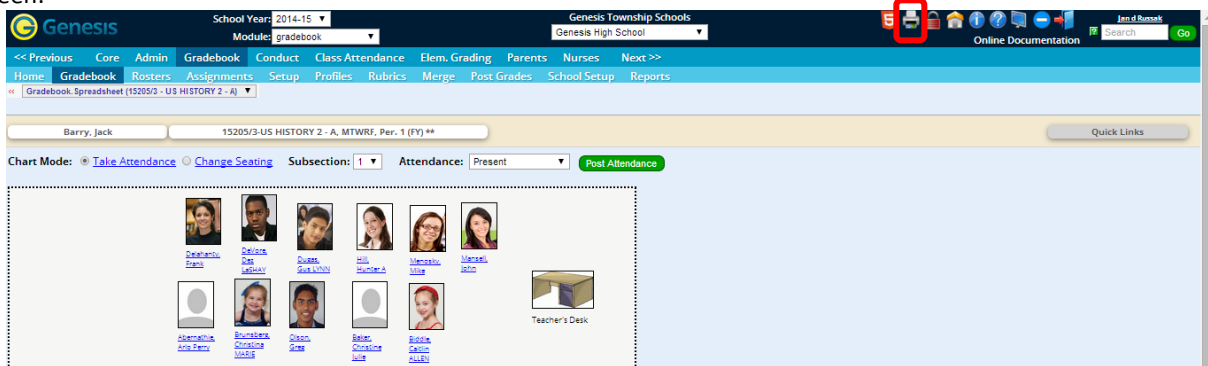


This brings up a color PDF version of the chart:
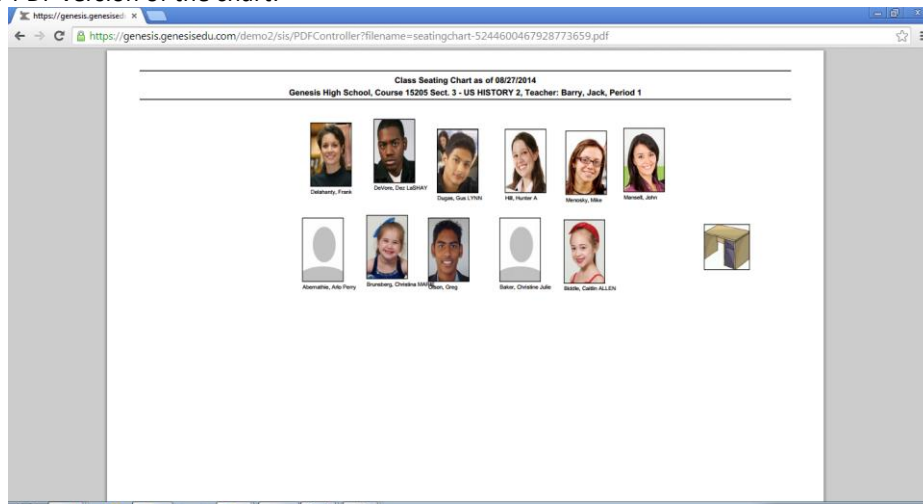


This is Adobe Reader: use standard Adobe reader controls to send the chart to a printer.
Click the browser back button to return to Genesis.

**CAVEAT**: If a student's photo is not on the light part of the Seating Chart screen, it will not be printed out.

## Taking Attendance with the Seating Chart



## Taking Class Attendance with the Seating Chart

You can take Class Attendance for 'today' with the Seating Chart.

1. Select the Take Attendance mode for this screen ( Take Attendance is the default mode)
2. Click on the photos of all the students to which you want to give the same Attendance code.
3. Select the Attendance code via the **Attendance** drop down
4. Click the Post Attendance button.
5. Repeat steps 2 to 4 to post a different Attendance Code for other students (or to repost a code for a student for whom you selected the wrong code).

You may post attendance/change attendance as many times as you wish.

You can only post attendance for 'today' with this screen.
To post attendance for other days, use the regular (non-seating chart) Class Attendance screen.

# Posting Grades:  Gradebook to Report Card



When grade posting is open, a message appears to let you know you can go ahead and post official grades. **Click this message to bring up the Post Grades screen.**

## Gradebook and the Report Card/Marking Period Grading System

Your Gradebook is *yours*.  Your grade averages for students are not automatically pulled into the Grading module (that is, into Report Card grading).  You must *post* your grades, just as you had to post your grades when working with a paper Gradebook.

## Posting Grades

You can only post grades (or post interim comments) when the Grading system is open for grade posting.  When grading is *open* a message is displayed in the Gradebook header.

## *Procedure to Post Grades*

To get to the actual Post Grades screen, click on the "**Grading is Open**" message.  This brings up the screen:

**Gradebook→Post Grades**
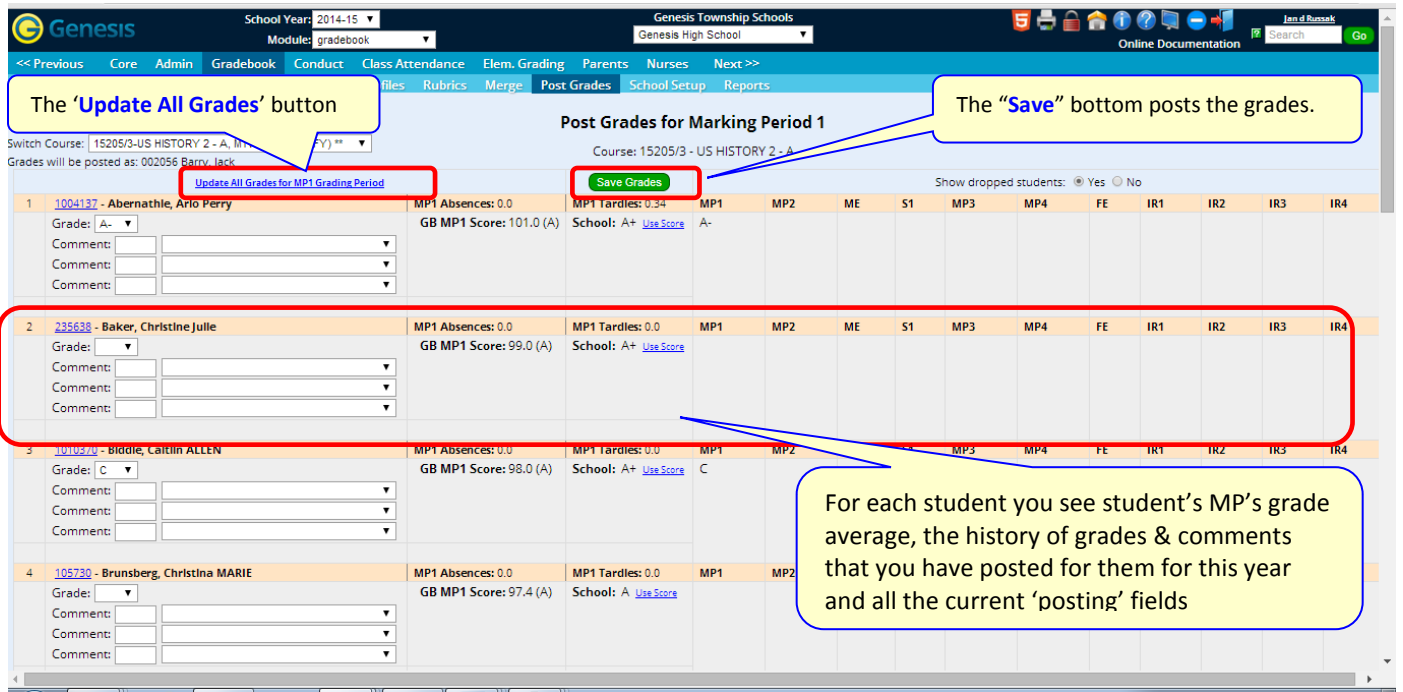
Figure 21 – The **Gradebook→Post Grades** screen, the interface between Gradebook and Report Card Grading

## Posting Marking Period and Interim Grades & Comments

The **Post Grades** screen is the Gradebook's interface with the (secondary school) Report Card Grading module. This is the way you 'copy' your marking period grade average for each student to their Report Card.

For each student, you see the following:
   I.    The Gradebook Score (or Marking Period Average) the student has earned for the marking period being graded. This is the center panels of the screen.
   II.   The grades and comments you have reported for this student earlier in the school year. That is, their grade history for the course. This history is on the right side of the screen.
   III.  A series of fields that let you enter information for the student for the currently open 'grade collection', whether the grade collection is for a marking period or 'interims'. These are the fields on the left side of the screen.

## Automatically Copying Gradebook Scores to Marking Period Grades

When grades are being collected, an "Update All Grades" appears at the top of the list of students. Clicking this one button copies the Marking Period average (i.e. the 'Gradebook score') for each student into their "Grade" field. You can also copy each student's grade individually by clicking the 'Use this Score' button next to each student's average. If you have permission to do so, you can override any grade with the grade you think the student actually deserves.

## Comments, Attendance, Etc.

The Gradebook does not support 'automatic comments'. You will need to enter comments individually for each student.

In addition, many schools collect additional information during a given collection, such as class attendance, class participation or other information. The Gradebook will never automatically fill out these fields, with the possible exception of Class Attendance. You will need to enter this information for each student, if the information is required.

### *SAVE BUTTON*

Always click the "SAVE" button to post your grades. If you do not click SAVE and leave the screen, all your work will be lost.

## Posting and Reposting

You can enter and re-enter your grades as often as you like while Grading remains open.  Once grading is closed, you can no longer post via the Gradebook.  If Grading is closed, you will have to go to Guidance and request a grade change for the student(s) in question.

| | Update All Grades for MP1 Grading Period | | Save Grades | | | Show dropped students: ◉ Yes ○ No | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1004137 - Abernathle, Arlo Perry | MP1 Absences: 0.0 | MP1 Tardies: 0.34 | MP1 | MP2 | ME | S1 | MP3 | MP4 | FE | IR1 | IR2 | IR3 | IR4 |
| | Grade: A- ▼ | GB MP1 Score: 101.0 (A) | School: A+ Use Score | A- | | | | | | | | | | |
| | Comment: [_____] [_____ ▼] | | | | | | | | | | | | | |
| | Comment: [_____] [_____ ▼] | | | | | | | | | | | | | |
| | Comment: [_____] [_____ ▼] | | | | | | | | | | | | | |

## Elementary School Report Card Grade Posting

*If your school or grade uses the Genesis Elementary Grading system, instead of the secondary school Report Card Grading system, you will NOT post grades as described in the section above.*  You will post grades from the **Elementary Grading→Post Grades** screen.  That screen is outside of the Gradebook and is not covered here.

In the Elementary Grading system, you will pull subject grades (Marking Period averages) from all of a single student's Gradebooks with one button push.

# Assessments in the Gradebook

## Gradebook→Gradebook[Assignments]
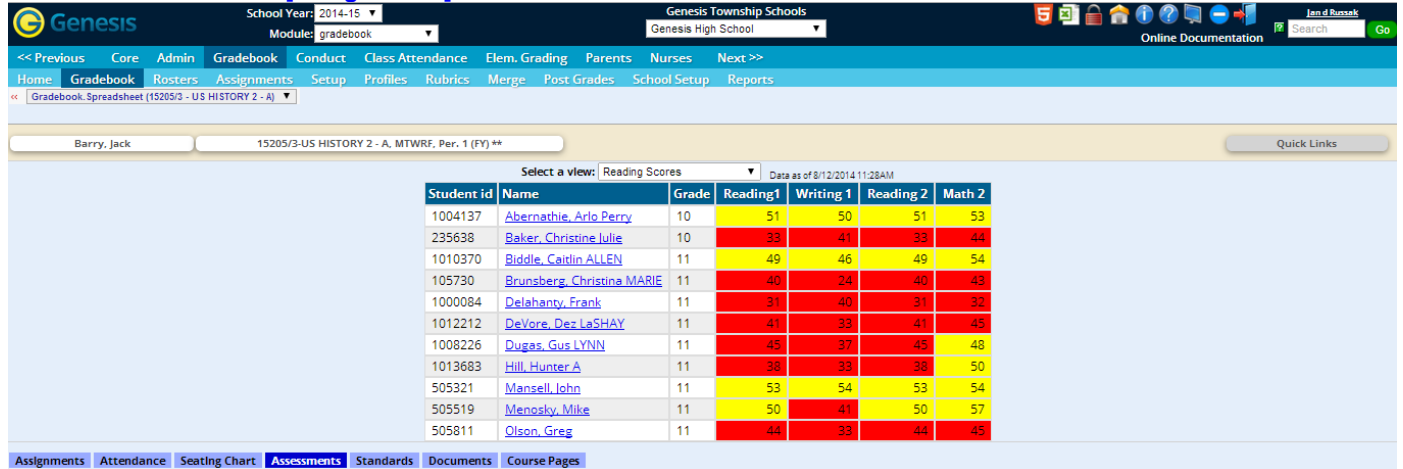


**Figure 22 – The Gradebook→Gradebook→Assessments screen**



The Assessments screen shows the roster of students and their scores for one Data View at a time.

To view a different view, select it from the "Select a view" drop down.

## Capturing Assessment Scores via the Gradebook

You may be asked by your school to enter scores for a benchmark test directly into one of the Data Views on the Assessments screen.  A "score collection" Data View has columns you can type scores directly into:
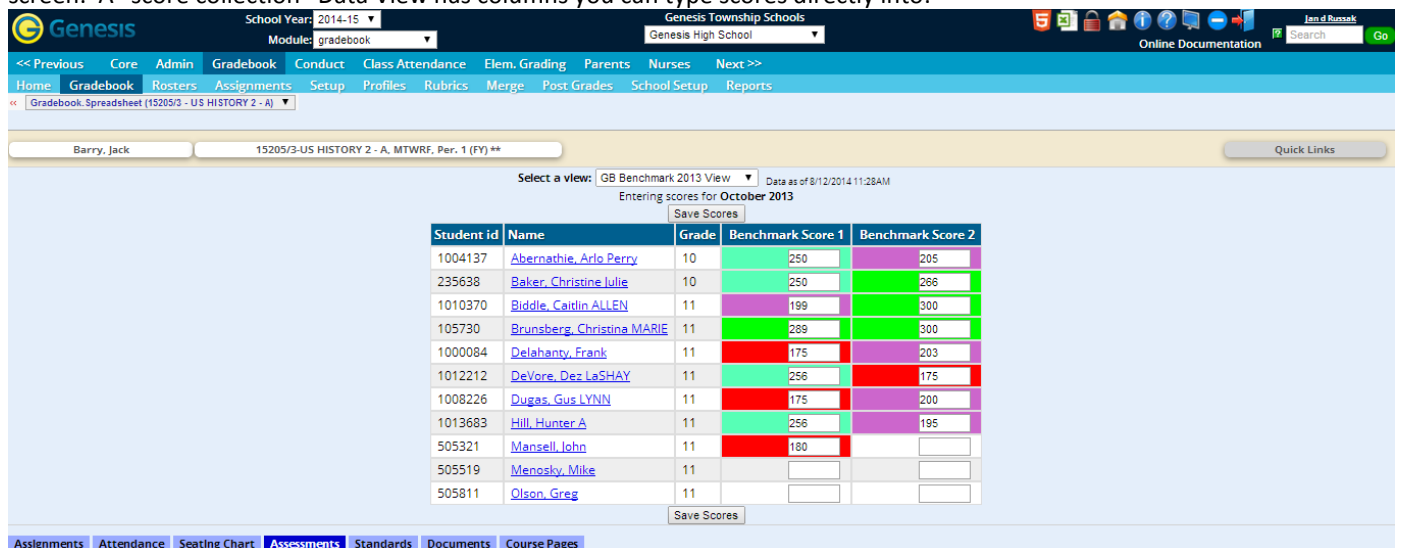


If you have been asked to enter scores into a Benchmark Assessment in this way, do the following:

1. Go to the "Assessments" screen of your Gradebook spreadsheet.
2. Select the proper Data View from the Data View drop down:

| Student id | Name | Grade | Benchmark Score 1 | Benchmark Score 2 |
|---|---|---|---|---|
| 1004137 | Abernathie, Arlo Perry | 10 | 250 | 205 |
| 235638 | Baker, Christine Julie | 10 | 250 | 266 |
| 1010370 | Biddle, Caitlin ALLEN | 11 | 199 | 300 |
| 105730 | Brunsberg, Christina MARIE | 11 | 289 | 300 |
| 1000084 | Delahanty, Frank | 11 | 175 | 203 |
| 1012212 | DeVore, Dez LaSHAY | 11 | 256 | 175 |
| 1008226 | Dugas, Gus LYNN | 11 | 175 | 200 |
| 1013683 | Hill, Hunter A | 11 | 256 | 195 |
| 505321 | Mansell, John | 11 | 180 | |
| 505519 | Menosky, Mike | 11 | | |
| 505811 | Olson, Greg | 11 | | |

3. Directly enter scores in the text fields in the columns.
4. When you are done, click Save Scores.  If the Assessment provides for color coded scores, the color coding appears after you click Save Scores.  If there is no color coding, then no change will be apparent – no colors will appear.  Color coding is entirely optional at the discretion of your school or district.

# Taking Class Attendance in the Gradebook

## Option 1:  Seating Chart

Class Attendance for "today" can be taken via the **Gradebook→Gradebook→Seating Chart** screen:
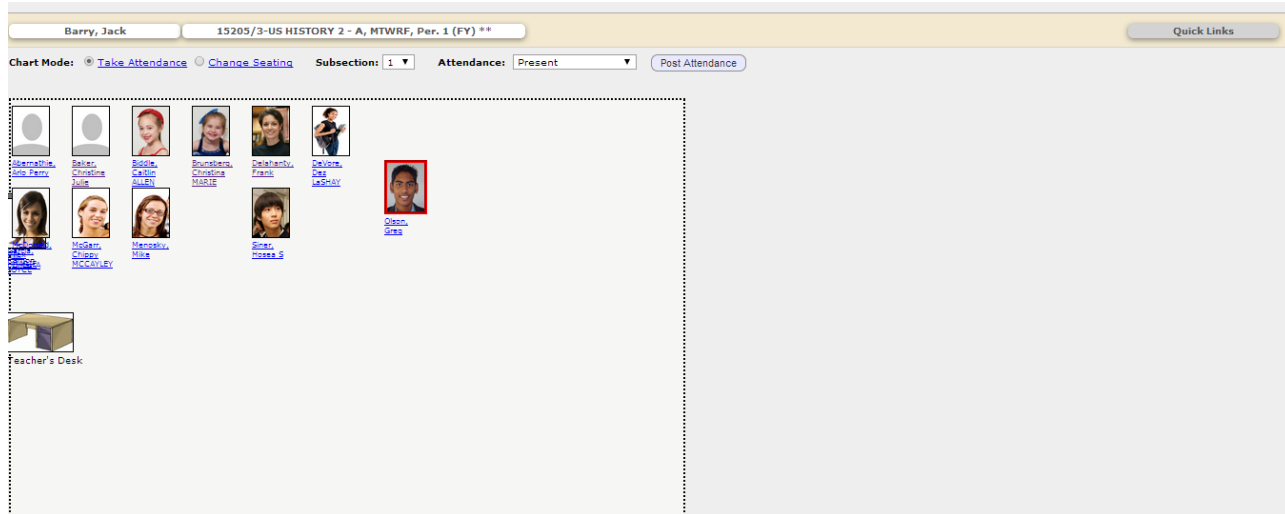


### Taking Attendance with the Seating Chart

1. Go to the **Gradebook→Gradebook→Seating Chart** screen
2. Click on the pictures of the students you wish to mark absent or tardy.
3. Select the Attendance Code for the marked students:  All selected students will get the same Attendance Code (e.g. Absent).
4. Click [Post Attendance] to post attendance for the selected students.
5. Repeat steps 2 to 4 for a different Attendance Code (e.g. Tardy instead of Absent)

Once you have completed posting attendance, students with non-present codes will be highlighted with the color of the code color:

## Option 2:  Take Class Attendance with the Take Class Attendance screen

**Gradebook→Gradebook→Take Attendance**



### Taking Class Attendance with the "Take Class Attendance" screen

This screen is used to take class attendance.  The primary difference between this and the seating chart screen is that:

- The *date* can be changed.  Class attendance can be taken for a previous or future date.
- A comment can be entered for every Attendance code except "Present".
- A time can be entered for "tardy with time" or "left early with time" codes.

This screen shows:

- The "daily attendance" for the selected day for each student
- Whether there is a 'default attendance code' that corresponds to the student's daily attendance status – and supplies a button to apply that default, if there is a default.
- A selected attendance code for each student.

Once the [Post Attendance] button is clicked, the Class Attendance Code field is colored coded for the selected Class Attendance Code (note the red boxes that correspond to 'Absent' in the example).

There is a date navigation control ('next day', 'previous day', 'any day') to allow you to move to different dates while staying on this screen.

### *Take Class Attendance*

1. On the **Gradebook→Gradebook** spreadsheet screen, click the Take Attendance Quick Link, or on the Attendance spreadsheet, click in the day for which you wish to take attendance.
2. For each student in the list, select the appropriate attendance from the Attendance Code drop down.  If a time field appears, you must enter time and AM or PM.

   [ TC - Tardy to Class  ▼ ] [   ] [   ] [ AM ▼ ] [                    ]

3. Optionally enter a comment in the Comment field.
4. Optionally enter a **Comment** along with the selected Attendance Code.
5. Click the [ Post Attendance ] button.

# Class Attendance Spreadsheet

**Gradebook→Gradebook[Attendance]**



## Class Attendance Spreadsheet

This screen shows a 'spreadsheet' view of Class Attendance for all students in the class.  This screen is only meaningful if you are taking class attendance on a regular basis.

***Class Attendance is not automatically updated:  you must take Class Attendance for student's attendance totals to be updated for your class.***

## Attendance Codes



Attendance codes appear when students are marked anything other than "present".  The abbreviation for the Attendance code and the code color appear in the day.  If a 📌 pushpin also appears, it means a comment has been added to the student's attendance for that day.  Place your cursor over the pushpin to view the comment in a tooltip:
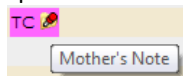


## Taking Attendance for One Day

To take class attendance for one day, click anywhere in the column for the day for which you wish to take attendance.  This will bring up the (non-seating chart) 'Take Class Attendance' screen.  See above, Option 2.

## Total Absence and Tardy Counts

The YTD and MP columns give absence and tardy totals for the year and the currently selected Marking Period:

| YTD Abs | YTD Tar | MP1 Abs | MP1 Tar |
|---------|---------|---------|---------|
| 1.0 | 0.0 | 1.0 | 0.0 |
| 0.0 | 0.0 | 0.0 | 0.0 |
| 1.0 | 0.34 | 1.0 | 0.34 |

# Rubrics

## View Rubrics for a Course

**Gradebook→Rubrics→View Rubrics**



Empty Rubric Screen



## Rubric Icons & Functions

A set of six icons appears at the right side of the rubric screen corresponding to each rubric in the list:



The icons do the following:

💾 - Export the rubric definition to a file.  This file can be imported into another Genesis instance.

👥 - Print one rubric for each student visible on the class roster.  This prints one 'blank' (unscored) rubric for each student on the roster.  The student's name and information is printed on their copy.

📄 - Print the rubric.  This prints a single copy of the rubric with no 'student' information.

📋 - Copy the rubric.  Make a copy.

📝 - Modify the rubric.  This is only available if the rubric has not been used to grade an Assignment.

🗑 - Delete the rubric.  This is only available if the rubric has not been used to grade an Assignment.

## Create a Rubric

Rubrics are created for and attached to specific courses.

### *Procedure to Create a Rubric*

1. Go to the **Gradebook→Rubrics→Create Rubric** screen.  When you click on the "Create Rubric" tab, the following screen appears:
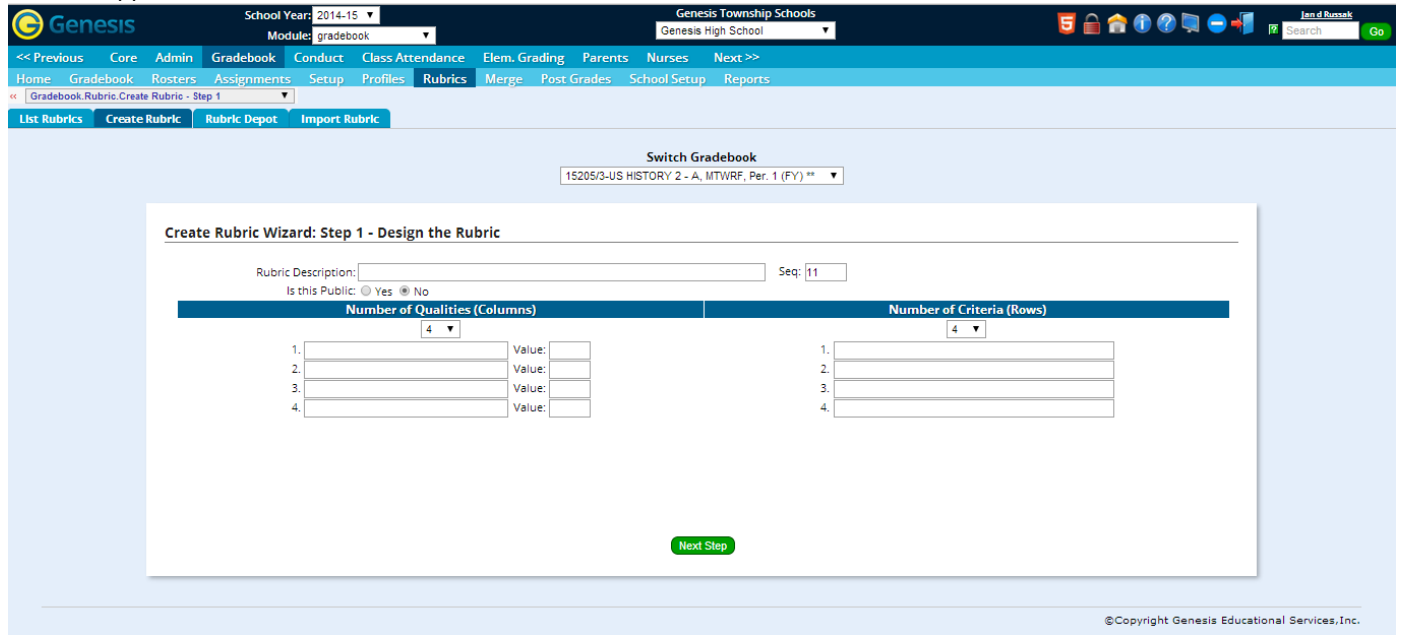


2. Enter a "Rubic Description" for the new Rubric.
3. Optional:  update the sequence #.  The Sequence # does nothing except position the new Rubric in the existing list of Rubrics.
4. Select the number of "Qualities" (i.e. Columns) your Rubric will have.  You may have from 1 to 10 columns:

 When you select a number in the drop down, the number of rows is updated to match the entered number.  So if you specify "4", then you get four rows (as shown at left).

5. Enter names in each row and the value of the corresponding column:



6. Do the same for the "Criteria" (i.e. 'rows' of the Rubric).  You may have up to ten (10) rows:

 When you select a number in the drop down, the number of rows is updated to match the entered number.  So if you specify "10", then you only get ten rows.  Each row in the list of 'Criteria' represents a row in the resulting Rubric.

7. When you have finished specifying your "Qualities" and "Criteria":

Click the [Next Step] button at the bottom of the screen. This brings up the "Rubric Data" screen:



On this screen you can enter the text of the Rubric's cells. You will need to scroll to fill all the cells if the Rubric is large.

8. When you are finished entering Rubric data, scroll to the bottom and click the [Save Rubric] button. That's it!

## Modify a Rubric

Rubrics can only be modified or deleted if they have not been used to grade an Assignment.  Once a Rubric has been used to grade an assignment, it becomes locked down and unchangeable.  This is to ensure that the graded version of the Rubric can neither change nor vanish:



"Locked" Rubrics can always be copied and the copy – until it, too, is used to grade an Assignment – is fully editable in all ways.

1. Rubrics that have not been locked down by having been used to grade an Assignment can be updated in any way.  To modify a Rubric, click on the "edit" icon:



2. When the Edit icon is clicked, the "**Modify Rubric→Rubric Definition**" screen is displayed:



3. If you wish, you can update the number and name of any "Quality" or "Criterion".  Click **Save Rubric** when you are done.

4. To update the text in the cells of the Rubric, click on the **Rubric Data** 4th level tab.  This brings up the "**Modify Rubric→Rubric Data**" screen:
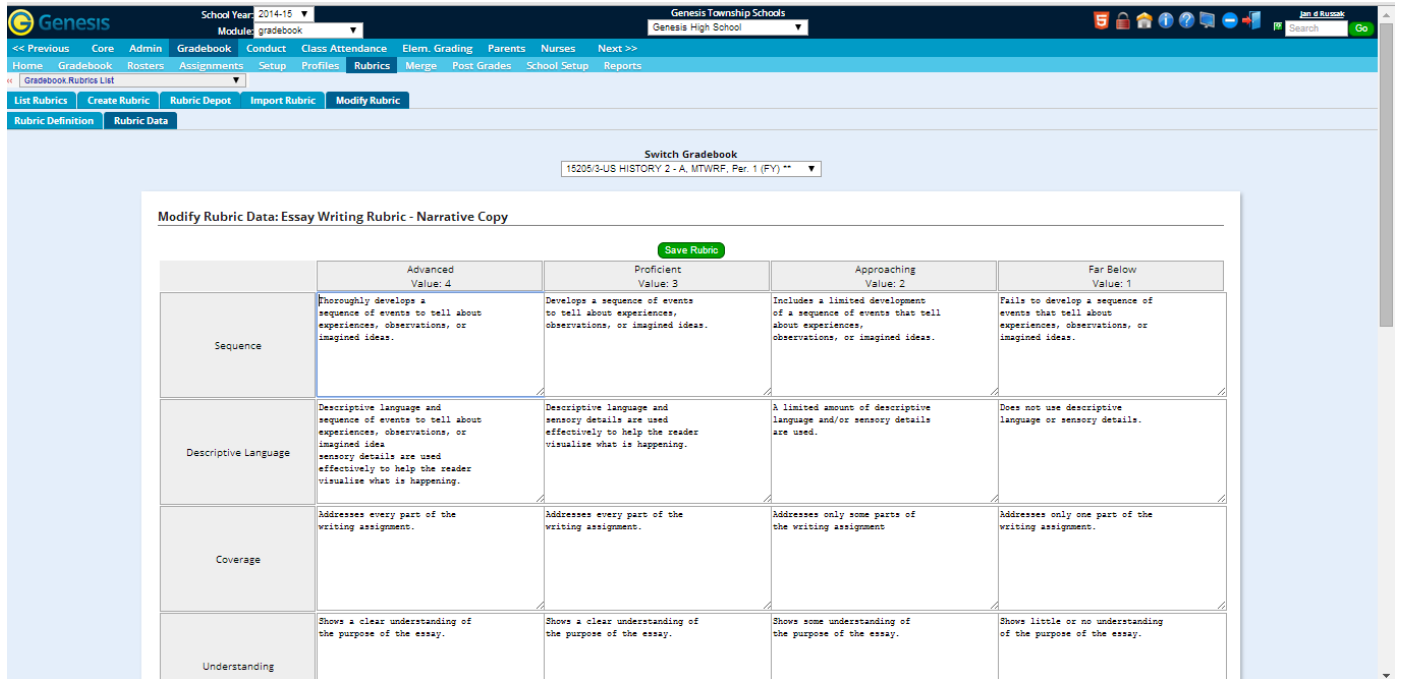
5. When you have finished editing the text in the cells, scroll to the bottom and click [Save Rubric] to finish.

# Print the Rubric

To get a PDF of the Rubric, simply click the PDF icon (see below). This generate a PDF of the Rubric which can be printed. Only one copy of the Rubric is created.
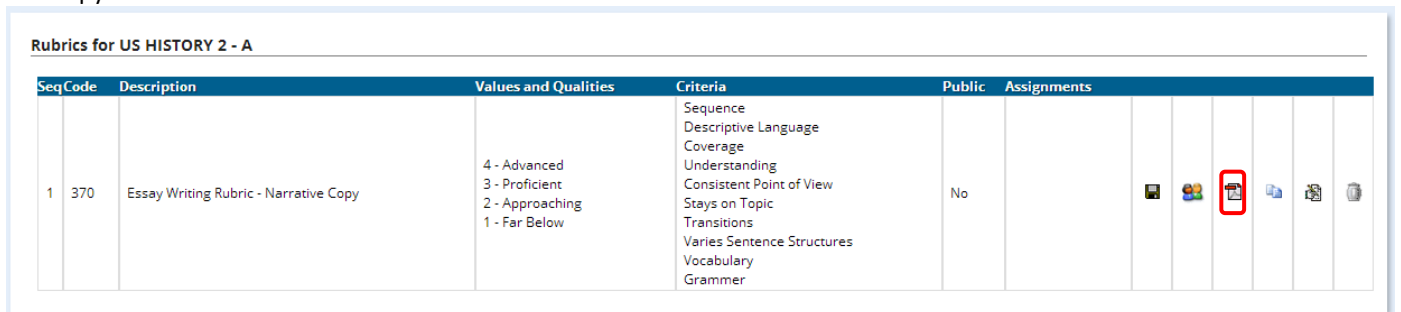


# Print a Copy for Each Student in the Class

To get a PDF for each student on the Gradebook's roster, click the 'students' icon (see below). This generates a PDF which contains one personalized copy of the Rubric for each student on the roster. This contains a "grade" column. If there are 20 students in the class, for example, there will be 20 copies of the Rubric in the resulting PDF.
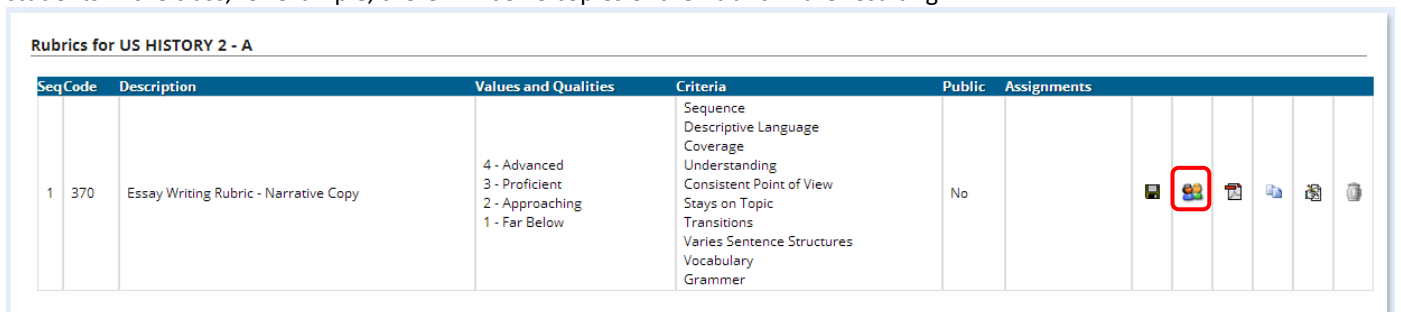
## Copying Rubrics

To copy a Rubric to all your courses, simply click the ⬜ copy icon.



A copy-to-classes dialog is displayed listing all of your Gradebooks, including the current Gradebook:



Check the checkboxes of all the courses you wish to copy the rubric to and click [Copy].  The copy is immediately made.

## The Public Depot

The "Rubric Depot" is a a group of Rubrics that have been made "public" and are available for any teacher to copy into their own Gradebooks.

### Placing Rubrics in the Public Rubric Depot

To place a Rubric in the public Rubric Depot, it must be editable.  Locate the Rubric in the list on the **Gradebook→Rubrics→List Rubrics** screen and click the "modify" icon for it:



This brings up the **Modify Rubric→Rubric Definition** screen.  This screen contains an "**is this Public**" parameter:
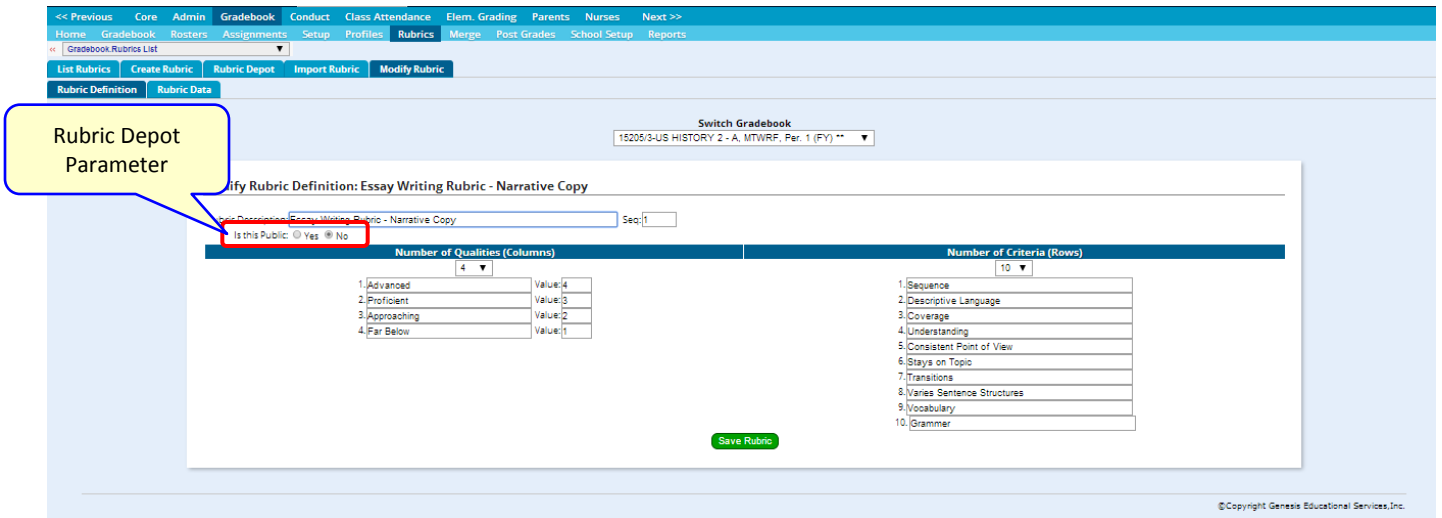
To make the Rubric public, and put it in the Rubric Depot, set the "**is this Public**" parameter to "Yes" and then click [Save Rubric].

Rubrics can be placed in or removed from the public Rubric Depot whenever you wish, as long as they remain editable.

## Copy Prior Year Rubrics to Current Year
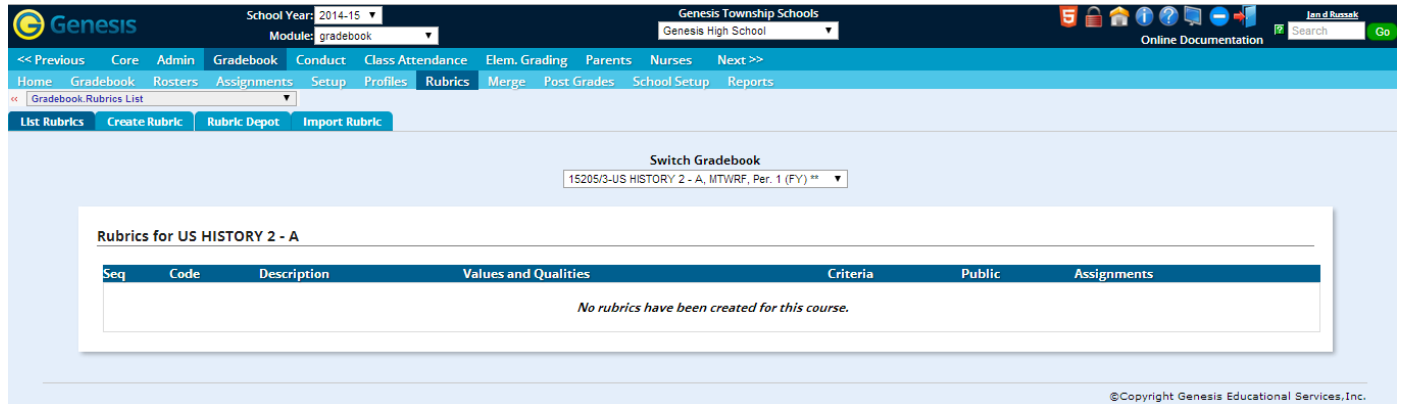


Go to the Rubric Depot screen and select the School Year you want to copy from:
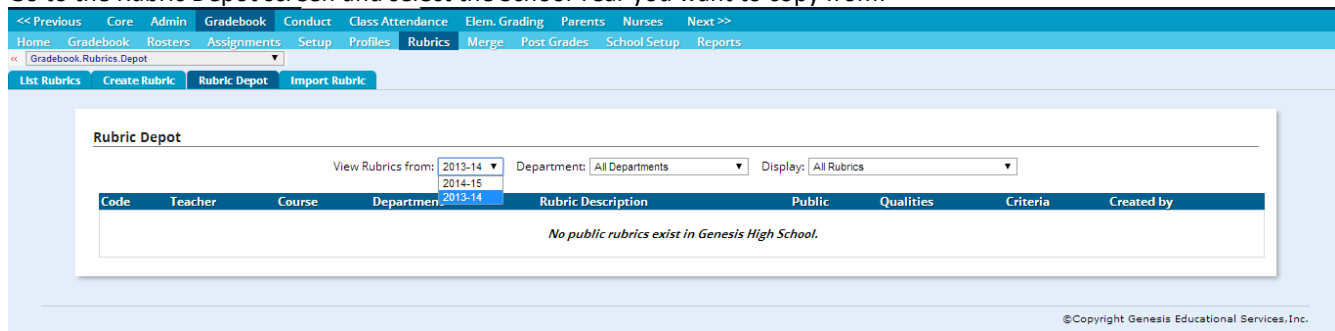


Select a prior year. This causes all available rubrics from that year to appear in the list. You can further select by Department

You can limit the display to:



All Rubrics, public and private (i.e. public and your own private rubrics), only your own private Rubrics, only the public Rubrics in the "Rubric Depot".

Click the "copy" icon for the rubric you wish to copy. This brings up the "copy to" dialog which lists all of your current year Gradebooks:



Once you have selected all of the Gradebooks you wish to copy the Rubric to, click ⟨Copy⟩. The Rubrics are immediately copied to all Gradebooks and are available for use.

# Standards in the Genesis Gradebook

Standards can be linked to Gradebook Assignments.  When this is done, the Gradebook computes student averages vs. each individual CPI.   These averages can be viewed via the Standards spreadsheets.



This brings up the Standards spreadsheet's entry screen:



## *Procedure to View Students' Averages vs Standard's CPIs*

1. On the **Gradebook→Gradebook** spreadsheet screen, click the "Standards" bottom tab.  This brings up the empty starting point Standards screen.

**2.** Select a Standards Set.

**3.** Select "Graded Only" or "All Standards"

The "Graded Only" view shows you only CPIs that have been attached to Assignments which have then been graded. The "All Standards" view shows you all standards, regardless of whether they have been attached to Assignments and been graded. The "All Standards" view is more of a "standards coverage" view.

**4.** Select a Subject. This brings up the list of Standards in the select Set & Subject. Click on the subject. This brings up the Strands and CPIs in the Standard you select.

Click on a Standard to display the Strands and CPIs that belong to that Standard in the spreadsheet. Class Averages against the Standard and the number of Assignments which link to it are displayed at right.

**5.** Clicking on a Standard fills the spreadsheet with the current averages for its components:

**6.** At bottom left the set of Strands in the selected Standard appear in a separate box:

If you click on the name of a Strand, the spreadsheet focuses down just on that Strand and limits the view on the right hand side only to the CPIs for the selected Strand. ***Note that the Strands are all color-coded and the color of the Strand matches the color of the CPI headers on the spreadsheet.***

The Strand display tells you about the Strand:

The Strand shows the number of Assignments linked to any CPI in the Strand and the overall Class Average vs. all CPIs in the Strand.

**7.** At right a spreadsheet of all the CPIs in all of the Strands in the selected Standard. Student averages for each CPI are color coded to indicate how the students are doing:

| ID | Name | A CPI 01.A | A CPI 01.B | A CPI 02.A | A CPI 02.B | A CPI 02.C | A CPI 02.D | A CPI 02.E | A CPI 02.F | A CPI 03.A | A CPI 03.B | A CPI 03.C | A CPI 03.D | A CPI 03.E | A CPI 03.F | A CPI 03.G | A CPI 03.H | A CPI 03.I | A CPI 04.A | A CPI 04.B |
|----|------|------|------|------|------|------|------|---|---|---|------|---|---|---|---|---|---|---|---|---|
| 1004137 | Abernathie, Arlo Perry * | 90.0 | 57.5 | 85.0 | | 83.3 | 77.5 | | | | 95.0 | | | | | | | | | |
| 235638 | Baker, Christine Julie | 85.0 | 85.0 | 85.0 | | 48.3 | 47.5 | | | | | | | | | | | | | |
| 1010370 | Biddle, Caitlin ALLEN | 85.0 | 85.0 | 85.0 | | 64.0 | 47.5 | | | | | | | | | | | | | |
| 105730 | Brunsberg, Chrissy | 87.5 | 85.0 | 85.0 | | 68.5 | 47.5 | | | | 90.0 | | | | | | | | | |
| 1000084 | Delahanty, Frank | 87.0 | 85.0 | 85.0 | | 66.0 | 47.5 | | | | 89.0 | | | | | | | | | |
| 1000162 | Eckersley, Dennis | 90.0 | 85.0 | 85.0 | | 60.0 | 47.5 | | | | 95.0 | | | | | | | | | |
| 1000286 | Garcia, Ramon JOYCE | 90.0 | 85.0 | 85.0 | | 69.5 | 47.5 | | | | 95.0 | | | | | | | | | |
| 1013683 | Hill, Hunter A | 81.5 | 85.0 | 85.0 | | 57.7 | 47.5 | | | | 78.0 | | | | | | | | | |
| 505321 | Mansell, John | 90.0 | 85.0 | 85.0 | | 71.8 | 47.5 | | | | 95.0 | | | | | | | | | |
| 505437 | McDonald, Tex MARIE | 85.0 | 85.0 | 85.0 | | 64.0 | 47.5 | | | | | | | | | | | | | |
| 1001646 | McGarr, Chippy MCCAYLEY | 90.0 | 85.0 | 85.0 | | 71.8 | 47.5 | | | | 95.0 | | | | | | | | | |
| 505519 | Menosky, Mike | 85.0 | 85.0 | 85.0 | | 48.3 | 47.5 | | | | | | | | | | | | | |
| 505811 | Olson, Greg | 67.5 | 85.0 | 85.0 | | 48.3 | 47.5 | | | | 50.0 | | | | | | | | | |
| 1002885 | Siner, Hosea S | 95.0 | | | | 64.0 | 0.0 | | | | 95.0 | | | | | | | | | |
| 505805 | Oliver, Darren | 86.5 | 85.0 | 85.0 | 85.0 | 61.0 | 60.0 | | | | 88.0 | | | | | | | | | |
| | **Class Averages:** | 84.0 | 77.7 | 80.7 | 85.0 | 63.9 | 50.4 | | | | 88.3 | | | | | | | | | |

As you scroll along the spreadsheet, placing your cursor in a column, the text of the Standard, Strand and CPI for that column are displayed in the area above the spreadsheet:

**Standard:** U.S. History: America in the World, **Strand:** Civics, Government, and Human Rights

Compare and contrast state constitutions, including New Jerseys 1776 constitution, with the United States Constitution, and determine their impact on the development of American constitutional government.

**8.** To focus down to one Strand's CPIs, click on the name of the Strand:



Click on a Strand to display only that strand's CPIs
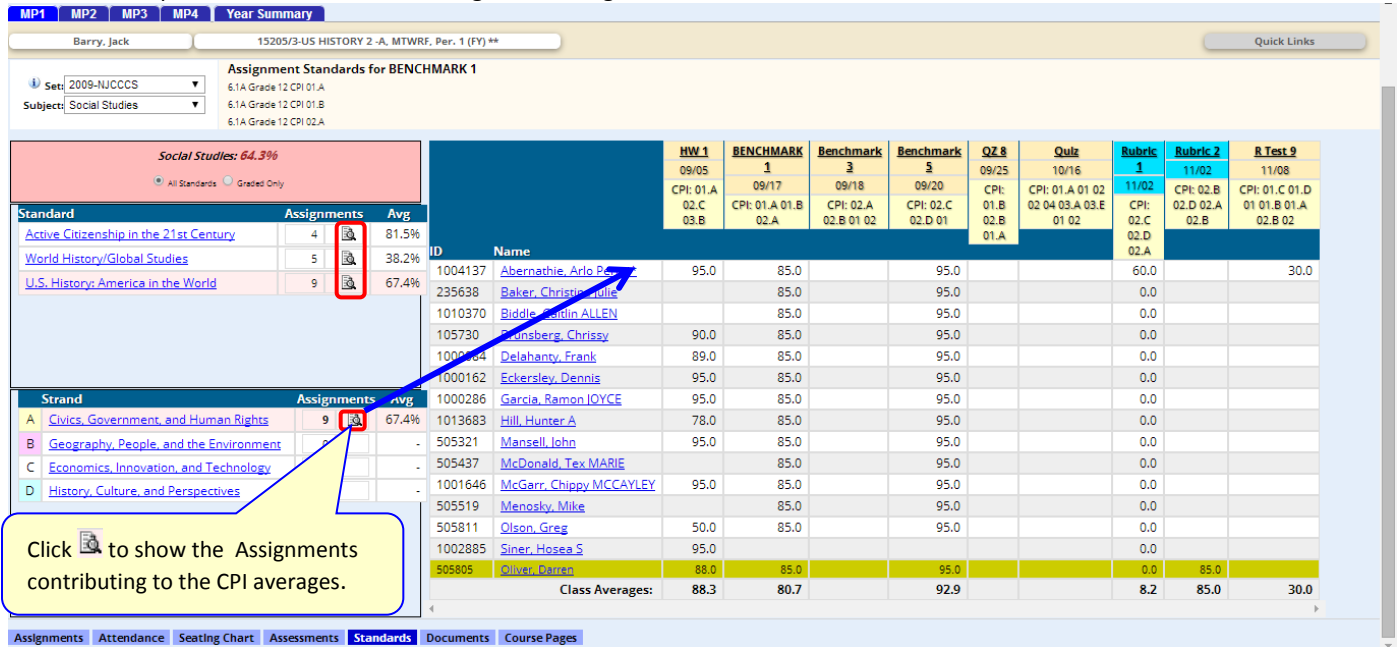
## Viewing the Assignments that Contribute to a CPI's Average

To view the Assignments that are contributing to the CPIs' averages, click on the 🔍 icon for a Standard or a Strand. This converts the spreadsheet to a view showing which Assignments reference which CPIs:



In this "Contributing Assignments" view, the header of each column identifies the Assignment and lists the CPIs the Assignment references:



In the "Contributing Assignments" view the students score on each Assignment appears in the spreadsheet. This allows you to understand how the student's Assignment grades/scores have contributed to their overall average for CPIs.

The area above the spreadsheet lists the full set of CPIs referenced by an Assignment as you cursor over the Assignment (this causes the header area to resize as the list of linked CPIs grows and shrinks):



These screens allow you to investigate how students are doing against specific CPIs and which Assignments are contributing to the grade averages for each CPI.

# Reports

A set of useful reports are provided on the **Gradebook→Reports** tab.  The best thing to do is to try these out to see which are most effective for you.

| ★ | Seq | | Name |
|---|-----|---|------|
| ☐ | 70160 | ▣ | Assignment Grades Report |
| ☑ | 70250 | ▣ | Birthday List |
| ☐ | 70300 | ▣ | Class Attendance Report |
| ☐ | 70310 | ▣ | Class Attendance Spreadsheet |
| ☑ | 70350 | ▣ | Class Roster |
| ☑ | 70352 | ▣ | Class Roster Report with Marking Period Grades |
| ☐ | 70550 | ▣ | Exam Grade Report |
| ☐ | 70760 | ▣ | Grade Translation Report |
| ☐ | 70770 | | Grade Verification and Status |
| ☑ | 70773 | ▣ | Gradebook Empty Spreadsheet Report |
| ☑ | 70775 | ▣ | Gradebook Spreadsheet Report |
| ☐ | 70780 | ▣ | Gradebook Spreadsheet Summary Report |
| ☑ | 71320 | ▣ | Missing Assignment Report |
| ☑ | 71910 | ▣ | Student Assignment Report |
| ☐ | 71950 | ▣ | Student Category Averages |
| ☐ | 72070 | ▣ | Teacher Schedule |
| ☐ | 72550 | | Year Summary Report |

Some of the most Gradebook reports popular include:

- **71910 Student Assignment Report** – For one Gradebook at a time, a 'progress report' for each student, separate pages per student so that you can hand these out.  Lots of options.
- **71320 Missing Assignment Report** – Students who are missing Assignments.
- **71773 Empty Spreadsheet Report** – An empty spreadsheet with just a class roster.
- **70775 Gradebook Spreadsheet Report** – The spreadsheet for one Marking Period of one course.  Can be many pages.
- **70780 Gradebook Spreadsheet Summary Report** – A tighter, more compressed spreadsheet for one Marking Period of one course.
- **70350 Class Roster** – A class roster for one Gradebook, in various formats (e.g. with contact information)
- **70250 Birthday List** – A list of student brithdays
- **70160 Assignment Grades Report** – Get a list of grades given for one Assignment.

Checking the checkbox to the left of a Report puts that Report on the "Favorite Reports" panel on your WebDesk.  This gives you quick easy access to it:

| | Report Code | Report Definition | |
|---|---|---|---|
| | **My Favorite Reports** ▣ | ☆ 🖰 ☵☷ | Displaying 10 of 10 ☐ |
| 1 | 70250 | This report shows a list of students birthda | |
| 2 | 70350 | This report will display the class roster fo | |
| 3 | 70352 | Class Roster Report with the current Marking | |
| 4 | 19051 | Course Roster Report with Spec Ed and LEP In | |
| 5 | SD09080403-PY | Prints one sheet for each student giving all | |
| 6 | 70773 | List of students with grid lines. | |
| 7 | 70775 | Printed copy of the front page of the gradeb | |
| 8 | 71320 | Gives a list of missing assignments per stud | |
| 9 | 71910 | Lists each assignment in a class according t | |
| 10 | 21130 | Homeroom Roster | |