

# InformationNOW for Teachers – Classroom Grade Book

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## Overview

The following is an overview of the options available to teachers under the **Classroom | Grade Book** menu.

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Note: Users may also wish to print the *InformationNOW for Teachers – Tri-Fold Quick Guide* for returning teachers who need only a brief overview of Grade Book steps. The document is available at <http://support.sti-k12.com>.

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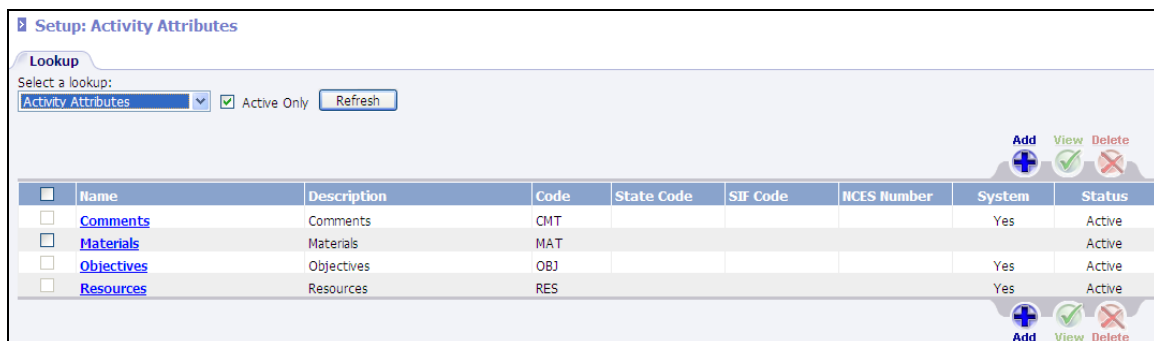
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## Setting Up Activity Attributes


*Activity Attributes* are various options that appear within the teacher Lesson Plan. Attributes may be assigned to activities within the teacher Grade Book. Teachers may mark attributes as *Private* or *Public*. Public attributes are visible by Home Portal users such as parents or students.

To modify the activity attributes, perform the following steps:

- From the menu tree at left, select **Classroom | Setup**.
- From the *Lookup* box, select **Activity Attributes** and click **Refresh**.



### Adding an Attribute

To add an attribute, click on the blue **Add** icon ()

Note: Only certain staff members will be able to add attributes, due to the security setup for different groups of staff members.

**Add Activity Attributes**

\*Name:

Description:

\*Code:  State Code:

SIF Code:  NCES Number:

Active

Enter information in the following fields (items indicated by an asterisk\* are required):

- **\*Name:** Name this attribute.
- **Description:** Enter a more detailed description of the attribute, if desired.
- **\*Code:** Enter a unique code for the attribute.
- **State Code:** If a state code is required, enter it here.
- **SIF Code:** If using SIF, enter the SIF code here.
- **NCES Number:** Enter the NCES Number here if desired.

Click **OK** to save this attribute. The screen will refresh, and a blank *Add Activity Attributes* screen will appear. Click **Cancel** in a blank screen after all attributes have been added.

## Grade Book

### Accessing Grade Book

To access the Grade Book, click **Classroom | Grade Book**.

The screenshot shows the InformationNOW Grade Book interface. The top navigation bar includes 'InformationNOW', 'GO TIGERS!', and a user profile 'Brad'. A left sidebar contains navigation options: Home, Classroom (selected), Grade Book, Attendance, Grades, Lunch Count, Roster, Textbook, Reports, Reports, and Preferences. The main content area is titled 'Grade Book' and includes a 'Sections' tab, an 'Active Date' field, an 'Include Withdrawn Students' checkbox, and a 'Refresh' button. Below this is a 'Grading Period' dropdown set to 'Quarter 1' and a link for 'View Daily Absence Listing'. The main data is presented in a table with columns for Course-Section, Description, Per, Term, Ct, and Att. There are 'View' buttons with green checkmarks at the bottom right of the table.

Course-Section	Description	Per	Term	Ct	Att
109.1	English 11	Period 1	Term 1, Term 2	11	Y
109.2	English 9	Period 2	Term 1, Term 2	1	
109.3	Creative Writing	Period 3	Term 1, Term 2	0	
110.1	English 10	Period 5	Term 1, Term 2	20	
110.2	English 10	Period 6	Term 1, Term 2	18	
109.4	English 11	Period 7	Term 1, Term 2	13	

- Select the correct Grading Period and click **Refresh**. When the Grading Period is selected, the *Active Date* will default to the last date in the selected grading period. It is not necessary to modify the date unless selecting to *View Daily Absence Listing*.
- To view the daily attendance for the selected date, click **View Daily Absence Listing**.
- To choose a course, select it by clicking on the course number that appears as a blue link or bullet



the circle to the left of the course number and click the **View** icon. The list of students enrolled in the course will display.

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Note: To include withdrawn students in the selected course roster, check *Include Withdrawn Students* before selecting the course.

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## Display Flags

Grade Book of Teacher: HOFFMAN, SUZETTE TERRI

Term: Q3      Grading Period: Qtr 3      Section Number - Name: 7SS.1 - 7 SOCIAL STUDIES

Plan   Scores   Comments   Standards

Category: --- All ---      Standards: --- All ---      Refresh      Recalculate      Add Activity

	Student	Student Name	Alerts	Let	Total Points	Avg	chapter 6	workshe	workshe	workshe	map
							vocabula	10	19	20	practice
							15.00	10.00	8.00	10.00	33.00
							01/13	01/14	01/15	01/15	01/22
<input type="checkbox"/>	S1332	BERRY, VICTORIA DEBO...	🌟🌟🌟	C+	127/153	83.01	14.00	9.00	6.00	9.00	33.00
<input type="checkbox"/>	S1384	BLANKENSHIP, RAPHAEL...	🌟🌟	D	103/143	72.03	13.00	<del>6.00</del>	6.00	9.00	22.00
<input type="checkbox"/>	S1336	BOYD, SHERYL CAROLYN	🌟🌟🌟	A	147/153	96.08	15.00	12.00	8.00	10.00	33.00
<input type="checkbox"/>	S1314	BRADY, VAUGHN JOSHUA	🌟🌟	C+	128/153	83.66	15.00	8.00	7.00	10.00	33.00
<input type="checkbox"/>	S1295	CUNNINGHAM, BASIL J...	🌟🌟	D-	98/143	68.53	15.00	8.00	0.00	10.00	18.00
<input type="checkbox"/>	S1292	FIGUEROA, DOMINIC B...	🌟🌟	C-	118/153	77.12	15.00	10.00	6.00	7.00	29.00
<input type="checkbox"/>	S1321	GRIFFITH, JAMAAL SHE...	🌟	F	100/153	65.36	15.00	8.00	6.00	10.00	0.00
<input type="checkbox"/>	S1386	LAWSON, BEAU JIM	🌟🌟	D-	98/153	64.05	14.00	8.00	7.00	10.00	0.00
<input type="checkbox"/>	S1656	PARSONS, NICKOLAS C...	🌟	C	126/153	82.35	13.00	9.00	6.00	10.00	26.00
<input type="checkbox"/>	S1358	PAYNE, JANIE LILIAN	🌟🌟	D+	117/153	76.47	15.00	9.00	7.00	8.00	27.00
	Avg					76.87	14.40	9.13	5.90	9.30	22.10

(\*) - indicates withdrawn student

- A red score means the student's score exceeds the total points possible for the activity.
- A blue box around a student score indicates that the student was marked as absent on the date of that activity.
- If an assignment is marked as *Late*, a red-orange triangle is placed in the score box.
- If an assignment is marked as *Dropped*, the grade will appear as gray with a strikethrough.
- If an assignment is marked as *Incomplete*, the grade will appear with a blue triangle and an underscore.
- For an *Exempt* grade, the score box must be empty. Also, the activity itself must be set to allow exemptions (i.e., a final exam). An exempt activity will display as *EXT*.

Student	Student Name	Alerts	Let	Total Points	Avg	Book Report	Page 215 1-15	Pg 135 Items 1-15	Final Exam
<input type="checkbox"/> S1213	Adams, John			75/100		100.00	100.00	100.00	100.00
<input type="checkbox"/> S1043	Clair, Robert		!						
<input type="checkbox"/> S1017	Daniels, Thomas								
<input type="checkbox"/> S1034	Edmonds, Jane								

## Options and Categories

Before the Grade Book may be used, *Options* and *Categories* must be created.

### Options Setup

The Grade Book options listed below are provided to allow teachers to customize features available in the Grade Book.

To access click **Options** in the *Manage* section at left.

**Grade Book of Teacher: Pitt, Brad**

Section Number:  Section Name:

**Options**

**Grade Book**

- View By Date Descending
- Round Displayed Averages
- Group By Category
- Hide Student Names
- Include Withdrawn Students
- Display Total Points
- Display Student Averages
- Display Letter Grades
- Display Maximum Score

**Averaging Method**

- Points
- Average
- Category Points
- Category Average

Student Sort By:

**Standards**

Standard Calculate Weight Maximum Value

Standards Calculate Rule:

Standards Scale:

Standards Calculate Method:

OK Close

Available options are:

- **View By Date Descending:** This will provide a view of the activities (such as *daily grades* and *test*) by date in descending order. Note that the manual Grade Book used by teachers displays items in *ascending* order. Using *descending* order allows the activity to be displayed closer to the student's name. The teacher would then not need to scroll to locate the activity.
- **Round Displayed Averages:** When selected, the average will be displayed in whole numbers.
- **Group by Category:** When this option is selected, the activities shown on the *Grade Book* screen will be grouped by categories. Example: All Homework activities would be displayed next to each other, and all Tests would be displayed next to each other.

- **Hide Student Names:** This option will hide student names from printed grading listings. For example: If grades are to be printed and posted in the classroom for students to view, the student names will not show; instead, students will be identified by Student Number.
- **Include Withdrawn Students:** Check this box to show students who were in class for only part of the selected grading period.
- **Display Total Points:** Check this box to display the total number of points accumulated by students. This is not available if either **Category Points** or **Category Average** is selected as the Averaging Method.
- **Display Student Averages:** This option will allow an average to display on the Scores tab of the Grade Book. The average that is displayed is controlled by the graded item that is marked with GPA Points in the Grading Period Setup.
- **Display Letter Grades:** Check this box to display a column that shows the current Letter Grade for the Average.

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Note: This may differ from what is actually posted to a student's grade file due to rounding. The grade posted is not rounded, whereas the average on the *Score* tab is rounded to 2 decimal places. Also, if no letter grade is displayed, confirm that the numeric value is defined within a valid alpha grade on the scale.

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- **Display Maximum Score:** Check to display the total points possible for each activity as part of the activity column heading.
- **Averaging Method:** See the section "Averaging Method Examples" on page 48 for detailed examples of each averaging method. Choices include:

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Note: The school has the option to set the averaging method for all classes. If the user is unable to select an averaging method, check with the program administrator to see if this option has been locked by the school.

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- **Points:** When averaging by the *Points* method, the average is calculated by dividing the total amount of points the student has earned by the total points possible. Example:  $932/1000 = 93.2$ .
- **Average:** When averaging by the *Average* method, each individual activity is averaged, and then all the activities are averaged together to obtain a single value. Example:  $91/100=91.0$ ,  $48/50=96.0$ , and  $23/25=92.0$ . The Average is then calculated by averaging all activities;  $91.0$ ,  $96.0$ , and  $92.0 = 93.0$ .
- **Category Points:** When averaging by the *Category Points* method, the average for each category is calculated as with the *Points* method, and then a percentage is applied to the categories to determine the average. Example: A category named *Test* will represent 60% of the students' grades and a category named *Homework* will represent 40% of the students' grades. Determine the *Test* average via the *Points* method from above, using ONLY the *Test* category for the total points earned and possible (All Tests =  $273/300 = 91.0$ ). Determine the *Homework* average by the same method (All Homework =  $659/700 = 94.1$ ). To apply the percentage, multiply 60% times 91.0 = 54.6, and 40% times 94.1 = 37.64; then add the products together ( $54.6 + 37.64 = 92.24$ ). 92.24 is the average for this example.
- **Category Average:** This average method is calculated the same as the *Category Point* method. Example: Average the *Test* category ( $91.0 + 96.0 = 93.5$ ) and average the *Homework* category ( $92.0 + 93.0 = 92.5$ ). Apply the percentage 60% times 93.5 (56.1) and 40% times 92.5 (37.0). The average would be the sum ( $56.1 + 37.0 = 93.1$ ).
- **Student Sort by:** Selecting one of these options will reorder the students on the *Grade Book* screen. Generally, sorting by *Student Display Name* is used. Options include:

- **Custom Order:** Allows teacher to arrange students in a custom order. Most often used to move new students to the bottom of the Grade Book. From the Grade Book *Comments* tab, click to **View** a comment for a student and enter a unique number in the *Custom Order* field. It is not necessary to add a Custom Order to every student. It is only necessary to add a Custom Order to new students. Then, when selecting to sort students by Custom Order, students with a unique identifier will drop to the bottom of the Grade Book list.
- **Random Order:** Helpful when displaying the Grade Book to students with the *Hide Student Name* option selected.
- **Score For Selected Activity:** Students will display in highest to lowest order for the selected activity.
- **Student Average:** Students will display in high-low order for the running Grade Book average for the selected course and grading period.
- **Student Display Name:** Students will display alphabetically by last name, first name.
- **Student First Name:** Students will display alphabetically by first name.
- **Student Number:** Students will display in order by student number which is auto-generated.
- **Standards:** This section is used to determine how averages are given to standards that are attached to the selected course.
  - **Standard Calculate Weight Maximum Value:** Check this box if the maximum weight will be calculated for the standard's grade.
  - **Standards Calculate Rule** options include the following:
    - **Current Grading Period:** Select this rule if the student's grade for a standard will only include the current grading period activities.
    - **Running Section:** Select this rule if the student's grade for a standard will include the activities for the section of the current course in which the student is enrolled. A section may last all year.
    - **Running Term:** Select this rule if the student's grade for a standard will include all activities for the term. A term may have more than one grading period but may not last all year.
  - **Standard Scale:** Select the grading scale used to determine the standard's grade.
  - **Standards Calculate Method:**
    - **Averaging:** Select this method if each individual activity is an average. The standard's grade is calculated by averaging all the activities.
    - **Points:** Select this method if each individual activity is based on points (example: 90/100). The standard's grade is calculated by dividing the total points earned by the total points possible.
- **Print Screen:** Click to send a copy of the screen to the printer.
- **Copy Options:** Click to copy the options that have been set on a different course to this course.
- Click **OK** when all selections are complete.

### **Categories Setup**

From the *Manage* section, select **Categories**. Examples of Categories are *Test, Homework, Project, Quizzes*, etc.

**Category List**

Categories


Add View Delete

<input type="checkbox"/>	Name	Description	HS To Drop	LS To Drop	Percent
<input type="checkbox"/>	<a href="#">Homework</a>	Daily Assignments			20.000
<input type="checkbox"/>	<a href="#">Quizzes</a>	Chapter Quizzes			30.000
<input type="checkbox"/>	<a href="#">Tests</a>				50.000

Add View Delete

Close

Note: If no Categories have been created for the Grade Book, click the **Copy Categories** option under the *Tasks* menu on the left to select to copy Categories from an existing course to this course. Search for and select the view the Categories for an existing course. Select the Categories to be copied to this course.

Also, the school has an option to create categories for all users. Categories created by the school will display with a lock icon  and may not be edited.

To add a category, click on the blue **Add** icon (). The *Add Category* screen will appear.

**Add Category**

\*Name:

Description:

High Score To Drop:  Low Score To Drop:

Percentage:

Create Cancel

Enter information in the following fields (an asterisk\* indicates a required field):

- **\*Name:** Name the type of category for activities to be graded.
- **Description:** Enter a more detailed description of this category, if desired.
- **High Score to Drop:** Enter the number of highest scores that should be dropped from the overall running average for this category. For example, if creating a category of homework and the two highest scores that the student received for homework assignments are to be dropped from their overall running average, enter a 2 here. When a 2 is entered, the two highest scores that a student received for homework assignments will be dropped from their overall running average. Leave the value at 0 (zero) if no highest scores are to be dropped for this category.
- **Low Score to Drop:** Enter the number of lowest scores that should be dropped from the overall running average for this category. For example, if creating a category of homework and the two lowest scores that the student received for homework assignments are to be dropped from their overall running average, enter a 2 here. When a 2 is entered, the two lowest scores that a student received for homework assignments will be dropped from their overall running average. Leave the value at 0 (zero) if no lowest scores are to be dropped for this category.
- **Percentage:** A percentage must be entered if using the *Category Points* or the *Category Average* method of averaging grades. Using a *Percentage* is the same as weighting a category.
  - **Example A:** A teacher might want her *Test* category to be 60% (enter **60** for the *Percentage* value) and the *Homework* category to be 40% (enter **40** for the *Percentage* value) of the



grading period average. To compute the average, all the test activities are averaged together and all the homework activities are averaged together. The percentages would then be applied for each category, with the grading period average being the sum of these products.




- **Example B:** A student has a 90 average on all his tests and a 95 average on all his homework. Apply the percentages (90 times 60% = 54 and 95 times 40% = 38) and add the products (54+38); the grading period average is 92.

Click **OK** to save the record. The screen will refresh to allow the user to enter to enter another category. When finished, click **Cancel**. This example displays the scenario described above.

Click **Close**.

## Adding Activities to the Lesson Plan

To add an activity,

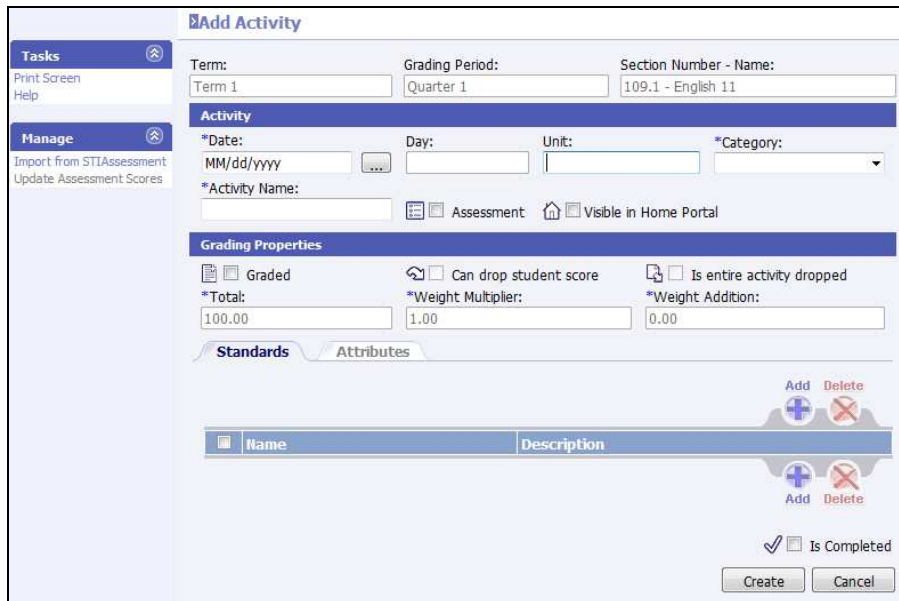
- Click the  icon from the *Scores* tab; or
- Click the *Plan* tab and click the  icon.
- Enter the date. To select the date from a popup calendar, click the ellipsis button (). Always click the **Refresh** button after changing the date.

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Note: To display all existing activities regardless of date, clear the *Date* field and click **Refresh**.

---

- Click the blue **Add** icon ().



- Enter information into the following fields (an asterisk\* indicates a required field):
  - **\*Date:** Enter the correct date for this activity, or click the ellipsis button to select the date from the popup calendar.
  - **Day:** The day of the week is automatically generated by the program.

- **Unit:** Name the unit that this activity is covering, if desired.
- **\*Category:** Select a category from the drop-list.
- **\*Activity Name:** Assign this activity a unique name. No two activities may have same name.
- **Assessment:** Check this box if this assignment is an assessment given online via STIAssessment.

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Note: If checked, the user will be given the opportunity to select the Assessment to tie to this activity. Once the assessment is assigned, the user will not be able to edit student scores for this activity from the *InformationNOW* Grade Book. Scores will need to be changed in STIAssessment. If this box is checked and a user edits the activity and unchecks the box, the user will be able to edit scores. However, any scores that are changed in STIAssessment will no longer be reflected in *InformationNOW*.

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- **Visible In Home Portal:** Check this box if this activity is to display in the Home Portal for users such as students and guardians.
- **Graded:** Check this box if this activity will receive a grade. **IMPORTANT:** This must be checked in order for students to receive grades.
- **Can drop student score:** Check this box if a score may be dropped for this activity.
- **Is entire activity dropped:** Check this box to drop all the scores for this activity.

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**Note:** Be aware that selecting this option will drop all the scores for this activity from all students' running average.


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- **\*Total:** Enter the total of points possible for this activity.
- **\*Weight Multiplier:** For this activity to be part of the grading period average, a number greater than 0 must be entered. 1 is the default value. By default, the weight multiplier will apply to the student's score only. For example, an activity worth 100 points is weighted 2.0 times. If a student earns 100 out of 100, the system will compute this as 200 out of 100. To weight the total possible points, the average method will need to be set correctly. See "Average Setup" on page 15 for further details. The weighted score will not display under the *Scores* tab of the Grade Book.
- **\*Weight Addition:** Enter a number here if points are to be added to each student's grade for this activity. This option behaves similar to *Weight Multiplier*. For example, an activity worth 20 points is weighted 2.0 points. If a student earns 10 out of 20 points, *InformationNOW* will consider this as 12 out of 20 points. See "Average Setup" on page 15 for further details. The weighted score will not display under the *Scores* tab of the Grade Book.

The tabs at the bottom of the screen are not available until the activity has been created.

Click **Create**. The *Edit Activity* screen for the activity that was just created will display. The tabs at the bottom will become active.

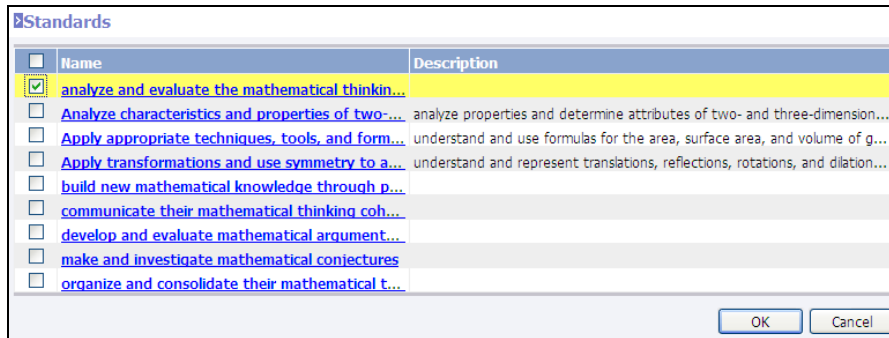
### **Standards**

To add a standard to the Lesson Plan, while on the *Standards* tab, click the blue **Add** icon (.

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Note: Standards will only be available if they have been attached to the course under **Scheduling | Valid Courses** | on the *Standards* tab. For more details regarding standards, please refer to the *InformationNOW – Standard-Based Reporting* quick reference guide which is available from the STI website at <http://www.sti-k12.com>.

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Click the standard name or put a check in the box next to the name and click **OK**. A screen will appear showing the standard on the lesson plan with standards attached.

### Attributes Tab

The *Attributes* tab contains **Activity Attributes** that are created under **System Preferences | Setup**. To enter information on these tabs, click the desired tab.

Type any desired information regarding the selected activity.

- Select the **Type**. Types are created under **System Preferences | Setup for Activity Attributes**.
- If the attribute is to be visible from users of the Home Portal, such as guardians or students, check the **Visible in Home Portal** box.
- Enter any applicable **Notes**. If the item is marked as **Visible in Home Portal**, notes may be viewed by guardians or students. If the user enters a URL, the information will display as a link to Home Portal users.
- To insert an attachment, click **Browse**. Navigate to the file to be attached and click **Open**. File size limit is 5 MB per attachment.

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Note: The attachment option must be enabled by an administrative level user under **System Preferences | Security**.

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- Click **OK**.

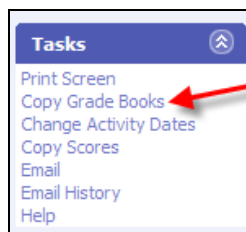
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Note: Multiple attributes of the same type may be assigned to one activity.

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### Copy Grade Books

Once a Grade Book is created, it may be copied to another course. Click to open the Grade Book for the class to which the Grade Book is to be copied. Click **Copy Grade Books**.



**Copy Grade Book From Section**

Academic Session:  
Hometown High School - 2013-2014 HS

	Section Number	Section Name
<input type="radio"/>	109.1	English 11
<input type="radio"/>	109.2	English 9
<input type="radio"/>	109.3	Creative Writing
<input type="radio"/>	110.1	English 10
<input type="radio"/>	110.2	English 10

OK Cancel

Select the course *from which* the Grade Book is to be copied. Click **OK**.

**Copy from 109.1 - English 11 to 109.4 - English 11**

When copying...

Use the section start date  Specify a start date MM/dd/yyyy ...

<input type="checkbox"/>	Date	Category	Name
<input type="checkbox"/>	06/04/2013	Homework	Read pages 1-100
<input type="checkbox"/>	06/06/2013	Homework	Review questions 1-10
<input type="checkbox"/>	06/11/2013	Homework	Read pages 101-198
<input type="checkbox"/>	06/13/2013	Homework	Review questions 1-10
<input type="checkbox"/>	06/18/2013	Quiz	Quiz 1
<input type="checkbox"/>	06/25/2013	Homework	Read pages 198 to end
<input type="checkbox"/>	06/28/2013	Homework	Review questions 1-10
<input type="checkbox"/>	07/03/2013	Quiz	Quiz 2
<input type="checkbox"/>	07/09/2013	Homework	Comparing to Snow White
<input type="checkbox"/>	07/16/2013	Quiz	Snow White Comparison Quiz
<input type="checkbox"/>	07/19/2013	Test	Snow White Comparison Test
<input type="checkbox"/>	07/26/2013	Test	Final Test

OK Cancel

In the **When copying...** section select if the activity dates are to be copied to the section using the section start date or to specify a start date.

- If activities are being copied to a new Grade Book and should retain the dates, leave **Use the section start date** selected.
- If copying activities within the same Grade Book, users may select **Specify a start date** and enter the beginning date to be assigned to activities. For example, users may create a week's worth of activities in the Grade Book and then copy these activities to each following week within the same Grade Book.

Place a check next to each activity to copy. To select all activities, place a check next to the box to the left of the *Date* column heading. Click **OK**.

## Change Activity Dates

Use this option to change dates for one or more activity.

- **Activity Start Date:** Enter the existing beginning date of the one or more activities that are to be moved.
- **Activity End Date:** Enter the existing ending date of the one or more activities that are to be moved.
- **Number of Days To Move Forward:** Enter the number of days to move the activities forward in the Grade Book. Non-attendance dates are not included. So, to move an activity from Friday to Monday the user enters a 1 in this field. The activity will be moved ahead one school day and will be moved to Monday.

## Copy Scores

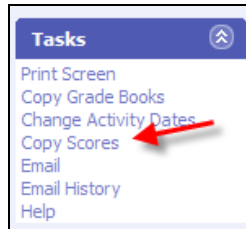
Use this option to copy scores from one Grade Book to another when a student changes sections.

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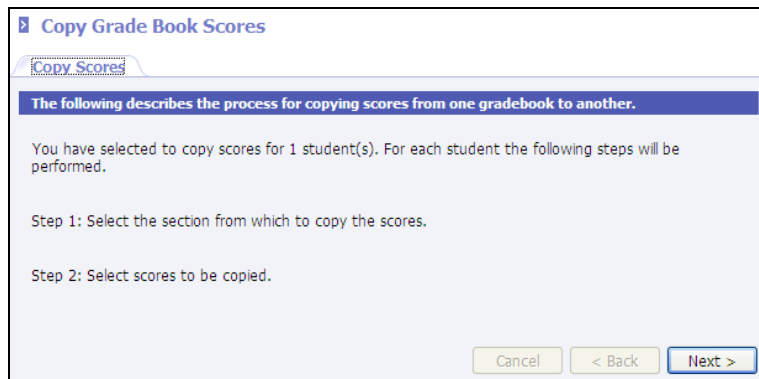
Note: Students must be moved to the new section before scores may be copied.

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- Open the Grade Book for the section to which the student was transferred.
- Place checks next to the student(s) for which grades are to be copied.
- Click the **Copy Scores** link.



- The following Wizard screen will display:



- Review the steps and click **Next**.

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Note: If more than one class is available (i.e., the student has withdrawn from this class more than once), multiple records will display and will be sorted by withdrawal date, most recent first.

---

- Select the course from which to copy the scores and click **Next**.

**Copy Grade Book Scores**

**Copy Scores**

Student Name: Cummings, John - 51063

Step 3: Select Scores to be copied:

A. Select 'Auto-Copy' to copy all scores that match on Category, Date, and Activity Name.  
 B. Use the 'Copy' button to manually copy scores as follows:  
 1. Select a Score in the left grid.  
 2. Select an activity in the right grid.  
 3. Select the 'Copy' button to transfer the score to the appropriate activity.  
 C. Select the 'Finish' button when all scores have been copied.

Note: If an error is made during the copy process, select the score in the right grid and press the clear button to remove it.

Copy Scores From 109.1 - English 11				Auto-Copy	Copy Scores To 109.2 - English 9			
Date	Activity	Category	Score		Date	Activity	Category	Score
<input type="radio"/> 08/05/2012	Chapter 1 Odd# Que...	Homework	20.00	Copy	<input type="radio"/> 08/05/2012	Chapter 1 Odd# Que...	Homework	
<input type="radio"/> 08/07/2013	Chapter 1 Even #Qu...	Homework	18.00		<input type="radio"/> 08/07/2013	Chapter 1 Even #Qu...	Homework	
<input type="radio"/> 08/12/2012	Chapter 2 Even# Qu...	Homework	17.00		<input type="radio"/> 08/12/2012	Chapter 2 Even# Qu...	Homework	
<input type="radio"/> 08/13/2013	Chapter 2 Odd# Que...	Homework	18.00		<input type="radio"/> 08/13/2013	Chapter 2 Odd# Que...	Homework	
				Clear	<input type="radio"/> 08/14/2012	Chapter 1 & 2 Quiz	Quizzes	

Cancel < Back Finish

- Activity scores are selected from the activities in the left column and copied into the activity listed in the right column. When activity scores are copied, they disappear from the left side of the screen.
  - Auto-Copy** will copy all scores from the left side which match on category, date and activity name to activities on the right side. All matched activities will be removed from the list on the left.
  - Alternately, users may bullet an activity on the left and then select the activity on the right to which to copy the score and click **Copy**.

Note: If an error is made during the copy process, select the score in the right grid and press the clear button to remove it.

Copy Scores From 109.1 - English 11				Auto-Copy	Copy Scores To 109.2 - English 9			
Date	Activity	Category	Score		Date	Activity	Category	Score
<input type="radio"/> 08/05/2012	Chapter 1 Odd# Que...	Homework	20.00	Copy	<input type="radio"/> 08/05/2012	Chapter 1 Odd# Que...	Homework	
<input type="radio"/> 08/07/2013	Chapter 1 Even #Qu...	Homework	18.00		<input type="radio"/> 08/07/2013	Chapter 1 Even #Qu...	Homework	
<input type="radio"/> 08/12/2012	Chapter 2 Even# Qu...	Homework	17.00		<input type="radio"/> 08/12/2012	Chapter 2 Even# Qu...	Homework	
<input type="radio"/> 08/13/2013	Chapter 2 Odd# Que...	Homework	18.00		<input type="radio"/> 08/13/2013	Chapter 2 Odd# Que...	Homework	
				Clear	<input type="radio"/> 08/14/2012	Chapter 1 & 2 Quiz	Quizzes	

Cancel < Back Finish

- Once the **Copy** or **Auto-Copy** option is selected, the *Score* will display in the column on the right side of the screen.
- To undo the copy to an activity, bullet the activity on the right and click **Clear**. Scores will not be copied to that activity. The matching activity will then display again on the left side of the screen.
- Users must click **Finish** to copy the activity scores.
  - Scores may only be copied for sections with the same course number.
  - Scores may be copied from one teacher to another as long as the course number is the same.
  - If the total points possible of the activities are not the same, the score will not be copied.
  - The *Copy Scores From* grid will only show activities for which the student has a score (alpha or numeric) or an alternate score value; or those that have been marked late or incomplete.
  - When a score is copied, all associate score fields such as *Is Dropped*, *Is Incomplete* or *Is Late* are also copied.

- Scores are not removed from the initial Grade Book.
- There is no “saved link” between the scores of one Grade Book to another. If scores are copied and then the score is changed in one Grade Book, the change will not be reflected in the other Grade Book.
- If the student already has a score in the receiving Grade Book, a new score may not be copied to overwrite it.

## Setup

Before comments may be added to a student record, the comments must first be set up.

While in the teacher Grade Book, on the left of the screen under *Manage*, click **Comment Setup**.

---

Note: If no comments have been created for the Grade Book, click the **Copy Comments** option under the *Tasks* menu on the left to select to copy comments from an existing course to this course. Search for and select the view the comments for an existing course. Select the comments to be copied to this course.

---



- To add a comment, click on the blue **Add** icon (  ).
- Type in the comment and click **OK**. The *Add Comment* screen will appear. Continue to add comments as necessary. When finished, click **Cancel**.

---

Note: The school has the ability to set up a comment bank to share with all users. Comments entered by the school cannot be edited.

---

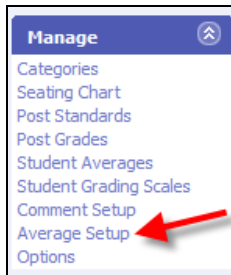
- When finished **Adding**, **Viewing** or **Deleting** comments, click **Close**.

## Average Setup

The *Average Setup* controls how grades are calculated to a running average for the selected grading period and graded items (ex. *Grading Period Grade*, *Semester Exam*, *Semester Average*, *Yearly Average*).

Graded items may be set up differently. Average Methods that are associated with report card graded items are created by the system when the grading periods are set up by the Administrator.

To access the averaging method, click **Average Setup** under the *Manage* menu on the left bar of the Grade Book.



**Average List**

Averages

Add View Delete

	Name	GP	Graded Item	Type	Wt Add	Wt Score	Show
<input type="checkbox"/>	<a href="#">Q1</a>	Q1	Q1	Current Grade	0.000000		Yes
<input type="checkbox"/>	<a href="#">Q2</a>	Q2	Q2	Current Grade	0.000000		No
<input type="checkbox"/>	<a href="#">Exam 1</a>	Q2	Exam 1	Current Grade	0.000000		No
<input type="checkbox"/>	<a href="#">Sem 1 Final</a>	Q2	Sem 1 Final	Percentage	0.000000		No
<input type="checkbox"/>	<a href="#">Q3</a>	Q3	Q3	Current Grade	0.000000		No
<input type="checkbox"/>	<a href="#">Q4</a>	Q4	Q4	Current Grade	0.000000		No
<input type="checkbox"/>	<a href="#">Exam 2</a>	Q4	Exam 2	Current Grade	0.000000		No
<input type="checkbox"/>	<a href="#">Sem 2 Final</a>	Q4	Sem 2 Final	Percentage	0.000000		No

Add View Delete

Close

All graded items are listed, including the *Name*, *Description*, *Weight Added*, *Type* and *Weighted Score*.

To edit an item, click the name of the item or place a check next to it and click **View**.

The *Section Number/Name*, *Periods* and *Days of the Week* display.

**Edit Average: Q1**

Section Number - Name: 109.1 - English 11      Periods: Period 1      Days of The Week: Monday, Tuesday, Wedne

**Main**      Averaging Method

Term: Term 1, Grading Period: Quarter 1  
Graded Item: Q1      Sequence: 1

\*Name:  
Q1

Description:  
Quarter 1 Grading Period Grade

\*Weight Addition: 0.000000      \*High Scores to Drop: 0      \*Low Scores to Drop: 0

Allow Higher Alpha Grade Rounding       Allow Incomplete to Drop  
 Show in Grade Book       Weight Maximum Scores

OK      Close

### Main Tab

- **\*Name:** Defaults to the name of the graded item.



- **Description:** An optional field to describe the Average Method in detail.
- **\*Weight Addition:** Allows the user to assign extra points to all students in the class.
- **\*High Scores to Drop:** Indicates the number of high scores to drop before calculating the average. For example, if the two highest scores that each student received for Grade Book activities is to be dropped from their overall averages, enter a 2 here.
- **\*Low Scores to Drop:** Indicates the number of low scores to drop before calculating the average. For example, if the two lowest scores that each student received for Grade Book activities is to be dropped from their overall averages, enter a 2 here.
- **Allow Higher Alpha Grade Rounding:** When checked allows alpha grades to be rounded. This option is overridden by the definition of the scale.
- **Show In Grade Book:** Check if this average is to display as its own column within the teacher's Grade Book.
- **Allow Incomplete to Drop:** If checked, any assignments marked as incomplete for a student will not affect the overall average.
- **Weight Maximum Scores:** This option works in conjunction with the weighted options in the activities setup under the *Plan* tab. For example, if this option is checked and a weight multiplier of 2 is entered on the activity, if a student received a perfect score on an activity worth 100 points, the student will be given a 200 out of 200 possible points. If this option is not checked, the student will be given a 200 out of a possible 100 points.

### **Averaging Method Tab**

- **All Graded Activities within Current Grading Period:** Computes the average of all of the student's scores within the current grading period of the graded item according to the selected method in the *Options* screen. For example, *1st Quarter Average*.
- **Running Average For Current Term:** Computes the average of all of the student's scores within a term according to the selected method in the *Options* screen. For example, school policy states that the 2nd quarter grade is an accumulation of work from the 1st and 2nd quarter. This works only if both grading periods are setup in the same term.
- **Running Average Across Terms:** Selecting this option will average activities in the current grading period along with activities from any previous grading period(s) in the current term and prior terms. It will not take into account activities in future grading periods. Any activities used in a Single Activity Average will be omitted from the calculation. If selected, click the blue link to select the starting term.

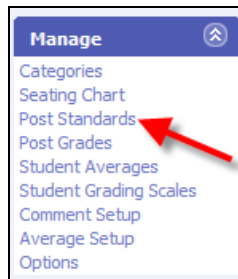
- **Computed Average Combining other Averages:** Computes the average based on other Report Card Graded Items. For example, the 1st or 2nd Semester Average for upper grade levels or a Final Average for the lower grade levels. See “Computing Semester (Final) Averages” on page 26 for more information.
- **Single Activity (Activity will be excluded from Running Average):** Calculates the average by getting the score from a single activity. The selected activity will no longer affect the Current or Running Average. For example, *Semester Exam*.
- **Multiple Activities** allows for a custom averaging method to be created. This allows the user to select specific activities to average together. For example, select all of the activities within the first half of the grading period to compare with the student’s current average. Something similar to a progress report.

The possibilities for custom averaging methods are limitless. For example, a 4-week Average Method can be created to average all of the assignments for the first 4 weeks of a grading period so there is a quick point of reference for comparison to how the student is doing the rest of the grading period. The custom Average Methods are available in each grading period. That means instead of creating new ones for each grading period, the same method may be adjusted for each grading period. Custom Averages will not post to the report card.

## Posting Standards

At the end of each grading period, standard marks are to be posted from the Grade Book to the student’s grade file. Standards will always print on standard based report cards. However, they must be posted in order for users to be able to view standard marks from the student maintenance screen. They must also be posted in order to print on report cards and two-column report cards.

To post standard marks for the selected grading period, go to *Post Standards* under the *Manage* menu at left.



 A screenshot of a dialog box titled "Grade Book of Teacher: Pitt, Brad" with a sub-tab "Post Standard". It contains the following fields:
 

- Term: Term 1
- Grading Period: Quarter 1
- Section Number - Name: 109.1 - English 9

 At the bottom right, there are two buttons: "OK" and "Close".

Verify that the correct course and grading period are selected. Click **OK**.

## Posting Grades

At the end of each grading period, grades must be posted from the Grade Book to the student's grade file for report card printing.

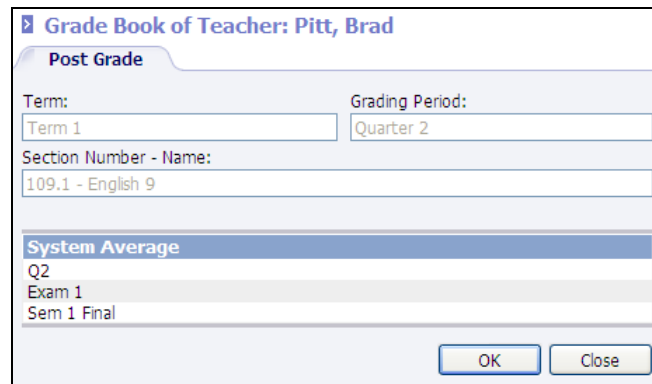
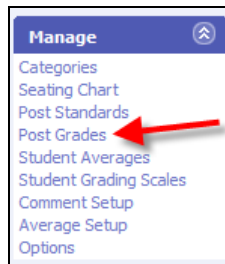
---

Note: Posting grades must be enabled. To enable posting, go to **Grades | Setup**. Select *Grading Periods* from the lookup list and select the appropriate term. Click to view the grading period and check *Allow Posting*.

---

Before posting, press the **Recalculate** button on the *Scores* tab to ensure that the students' averages are up to date.

To post the grades for the selected grading period, go to *Post Grades* under the *Manage* menu at left.

A screenshot of a "Post Grade" dialog box. The title bar reads "Grade Book of Teacher: Pitt, Brad". The dialog has a "Post Grade" tab. It contains two input fields: "Term:" with "Term 1" and "Grading Period:" with "Quarter 2". Below these is a "Section Number - Name:" field with "109.1 - English 9". A section titled "System Average" contains three rows: "Q2", "Exam 1", and "Sem 1 Final". At the bottom right are "OK" and "Close" buttons.

The screen will display the information that is to be posted for the selected term and grading period. Click **OK** to post the information to the student's grade record to be printed on report cards. Click **Close** to cancel the process.

## Alternative Scores

*Alternative Scores* may be assigned to students for an activity grade (ex. *Unexcused Absence*, *Homework Coupon*).

- Alternative Scores are created under **Classroom | Setup | Alternate Score Translation** or **System Preferences | Setup | Alternate Score Translation**.
- Alternate Scores may not be *EXT* or the same as a Valid Alphabetic Grade. They may contain numbers but must begin with an alpha character. Alternate Scores may not be numeric.

**Edit Alternate Score: HC**

\*Score:

Averaging:  Exclude from Averaging  Include in Averaging

Percent of Maximum Score:

Description:

- In the example above, a homework coupon may be given to a student as a reward. When *HC* is entered into the Grade Book as the score for an activity, the system will use 100% of the **maximum score** when calculating averages. For example, if an *HC* is given to a student for an activity that is worth 50 points, the student will receive 100% of the activity maximum score, or, 50 points.

**Grade Book of Teacher: Zakrzewski, Cynthia**

Term:  Grading Period:  Section Number - Name:

Plan Scores Comments Standards

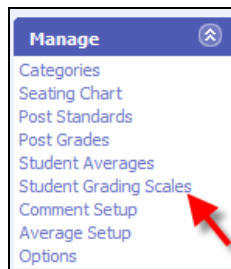
Gradebook must be recalculated to apply changes.

Category:  Standards:

Student	Student Name	Alerts	Let	Total Points	Avg	std test for unit 1 - classwor	
						100.00	100.00
<input type="checkbox"/> S1213	Adams, John			362/500		90.00	90.00
<input type="checkbox"/> S1043	Clair, Robert	!		486/500		95.00	90.00
<input type="checkbox"/> S1017	Daniels, Thomas			347/400		95.00	50.00
<input type="checkbox"/> S1034	Edmonds, Jane			432/500		95.00	90.00
<input type="checkbox"/> S1036	Eiger, Elisa			369/400		A	90.00
<input type="checkbox"/> S1028	Elliott, Earl	+		442/500		90.00	100.00
<input type="checkbox"/> S1030	Fiance, Rhonda			332/400		95.00	HC
<input type="checkbox"/> S1041	Fitzsimmons, James			459/500		95.00	90.00

### Student Grading Scales

With the appropriate permission, teachers may view the scale that has been assigned to an individual student. If the teacher has permission, they will be able to update the scale at the student/section level. Go to **Classroom | Grade Book**. Click to **View** a section. A new **Student Grading Scales** option has been added to the *Manage* menu on the left.



When selected the **Student Grading Scales** screen will display. It lists all students in the class along with the hierarchy of grading scales.

Student Grading Scales for Section: 0120.03 - Journalism						
Grading Scales						
Student	Name	GL	Grading Scales			
			Grade Level	Section	Student School	Student Section
S1053	Aaron, Robert Stuart	12	Regular	Regular	Weighted Scale	▼
S1093	Able, Ron	12	Regular	Regular	Audit	▼
S1047	Alpha, Patrick	05	Regular	Regular	--	▼
S1023	Alphan, John	12	Regular	Regular	--	▼
S1039	Backues, Connor	10	Regular	Regular	--	▼
S1098	Baker, Melissa	03	Regular	Regular	Std - K	▼
S1016	Baker, William	09	Regular	Regular	--	▼
S1075	Bax, Morgan	11	Regular	Regular	--	▼
S1072	Bax, Rachel	10	Regular	Regular	--	▼
S1058	Black, Sally Jane	10	Regular	Regular	--	▼
S1096	Black-Jones, Francine	09	Regular	Regular	--	▼
S1095	Blackwell, Billy	10	Regular	Regular	--	▼
S1001	Blackwell, Marissa Ann	01	Regular	Regular	--	▼
S1074	Boston, Rachel	12	Regular	Regular	--	▼
S1043	Brunnert, Kelcie	11	Regular	Regular	--	▼
S1061	Bullock, Cadi	10	Regular	Regular	--	▼
S1012	Canan, Antonetta Angelina	07	Regular	Regular	--	▼
S1021	Cashion, Kirk	12	Regular	Regular	--	▼
S1017	Catron, Anne	10	Regular	Regular	--	▼

The hierarchy for grading scales is as follows:

- Student Section; if no scale is assigned it looks at...
- Student School; if no scale is assigned it looks at...
- Section; if no scale is assigned it looks at...
- Grade Level.

In the above example, the **Regular** scale has been assigned to the student's grade level as noted in the **Grade Level** column. The same scale has also been assigned to this section of the class as noted in the **Section** column. However, Robert Aaron has been assigned a scale of Weighted Scale. Scales that are selected in the **Student School** column have precedence over scales selected in the **Grade Level** or **Section** columns. Therefore, when calculating Robert's running average, *InformationNOW* will refer to the Weighted Scale. Since Patrick Alpha does not have a scale assigned to him, the program will use the regular scale when calculating the student's running average.

If the teacher has permission, they can assign a different grading scale to the student by selecting a scale under the **Student Section** drop list. Select the scale from the available list and click **OK** to save the changes. *InformationNOW* will then use the selected scale to determine the student's overall running average in the teacher's Grade Book for this class.

Student Grading Scales for Section: 0120.03 - Journalism						
Grading Scales						
Student	Name	GL	Grading Scales			
			Grade Level	Section	Student School	Student Section
S1053	Aaron, Robert Stuart	12	Regular	Regular	Weighted Scale	Regular ▼
S1093	Able, Ron	12	Regular	Regular	Audit	▼
S1047	Alpha, Patrick	05	Regular	Regular	--	▼

Setting a grading scale will affect all grading periods that the student is scheduled in the section.

# Student Scores

## Quick Entry of Student Scores in an Activity

There is more than one way to enter scores for activities. Select the *Scores* tab.

### Column Entry

The first option is to enter scores down the *Activity* column. This is the quickest. To enter student scores in an activity, select the *Scores* tab.

Click in the blue area to the right of the students name and under the correct activity.

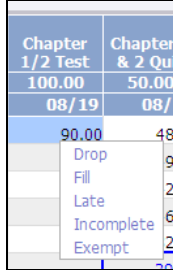
Student	Student Name	Alerts	Let	Total Points	Avg	Review questions 1-10	Review questions 1-10	Quiz 1	Review questions 1-10	Quiz 2
						50.00	50.00	100.00	50.00	100.00
S1098	Abbot, Fred		A-	785/850	94.13	52.00	46.00	98.00	48.00	97.00
S1030	Adams, Amy Lynn	👍👎👉👈	A-	789/850	93.78	48.00	50.00	98.00	47.00	93.00
S1084	Basinger, Kendra		B-	735/850	83.85	36.00	38.00	92.00	39.00	91.00
S1070	Carrey, James		B-	718/850	83.26	40.00	39.00	87.00	42.00	87.00
S1073	Carthage, George		B-	693/850	81.15	39.00	39.00	83.00	41.00	80.00
S1068	Crowe, Richard		B	635/750	85.42	41.00	42.00		45.00	86.00
S1063	Cummings, John		B	734/850	87.46	42.00	43.00	88.00	46.00	90.00

Enter a score for the selected student and press the down arrow key on the keyboard. Enter the next student's score and press either the *Enter* key or the down arrow key to continue to move from student to student.

Note: The grade entered may be a numeric value or an alpha grade. The alpha grade MUST be defined in a grading scale. *InformationNOW* will use the Averaging Equivalent from the grading scale when averaging the alpha activity grade into the student's running average for the selected grading period.

## Fill

While on the *Score* tab, enter a grade for a student for a selected activity. Right-click on the grade and select **Fill**. Any students below the selected student on the list will be given the same grade as the selected student for the selected activity.



Chapter 1/2 Test	Chapter & 2 Qui
100.00	50.00
08/19	08/
90.00	48
	9
	2
	6
	2

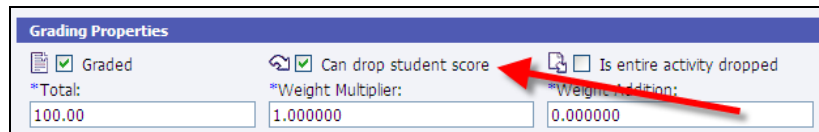
## Drop

While on the *Score* tab, enter a grade for a student for a selected activity. Right-click on the grade and select **Drop**. The grade will not be calculated into the student's running average for the grading period. The grade will display in strikethrough font (ex. ~~52~~) on the *Scores* tab.

---

Note: Grades may only be dropped if, when the activity was created on the *Plan* tab, the option was checked for *Can drop student score*.

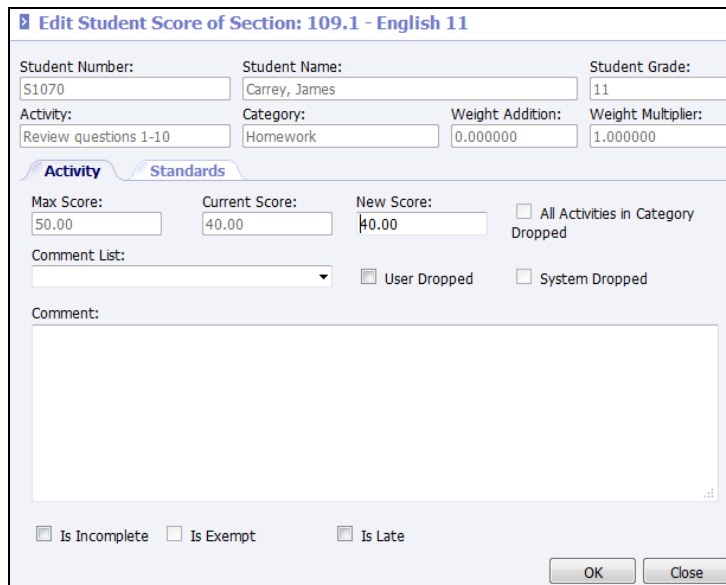
---



Grading Properties		
<input checked="" type="checkbox"/> Graded	<input checked="" type="checkbox"/> Can drop student score	<input type="checkbox"/> Is entire activity dropped
*Total: 100.00	*Weight Multiplier: 1.000000	*Weight Addition: 0.000000

## Student Score Screen

Another option to enter or modify a score is to double-click on a cell across from the student and in the column of the activity for which the grade is to be entered.



Edit Student Score of Section: 109.1 - English 11			
Student Number: 51070	Student Name: Carrey, James	Student Grade: 11	
Activity: Review questions 1-10	Category: Homework	Weight Addition: 0.000000	Weight Multiplier: 1.000000
<b>Activity</b> Standards			
Max Score: 50.00	Current Score: 40.00	New Score: 40.00	<input type="checkbox"/> All Activities in Category Dropped
Comment List:	<input type="checkbox"/> User Dropped <input type="checkbox"/> System Dropped		
Comment:			
<input type="checkbox"/> Is Incomplete <input type="checkbox"/> Is Exempt <input type="checkbox"/> Is Late			
		OK	Close

- **New Score**: Enter a new score or edit the current score.
- **Comment List**: Select a comment from list created under the *Comments* tab of the Grade Book.
- **All Activities in Category Dropped**: This option informs the user the score was dropped when *Is Entire Activity Dropped* is checked on the *Activity* page under the *Plan* tab.
- **User Dropped**: If allowed via the Activity setup, the score can be dropped as to not affect the student's average. This option will not be available if, when the activity was created on the *Plan* tab, the *Can drop student score* box is not checked.
- **System Dropped**: Indicates that, when the activity was created on the *Plan* tab, the box *Is entire activity dropped* is checked. Scores received for a dropped activity will not affect the running average for the student.
- **Comment**: A custom comment may be entered here which will show up on the progress reports.
- **Is Incomplete**: Checking this box will mark the cell with a blue triangle in the top left corner. Any score that is marked as *Is Incomplete* will not be included in the student's overall running Grade Book average.
- **Is Exempt**: Check this box if the student is exempt from this activity (for instance, the activity might be a semester final exam).

---

Note: A student may only be exempt from an activity if the activity is tied to a graded item that allows exemptions. Refer to the *InformationNOW – Grading Quick Reference Guide* for details regarding graded items.

---

- **Is Late**: Check if the student turned the assignment in late. Assignments that are marked as late will appear with a bright orange triangle next to the score on the Grade Book screen.

Click **OK** to save changes to the student grade record.

User should click the **Recalculate** button to update averages for each student.



## Alpha Grades

Alpha characters may be added to activities. If the alpha character(s) are from an assigned scale, the averaging equivalent will be used in any averaging formulas, but the alpha character will still be displayed in the Grade Book. If the alpha character(s) entered are from the *Alternative Score Translation* lookup bank, the settings in the lookup will determine how an averaging formula is affected. See “Alternative Scores” on page 19.

---

Note: When a user hovers the mouse over an alpha score in the Grade Book, a tool tip will show the numeric grade that will be used in any calculation.

---



## Entering Comments for Students

To add a comment on a student, click the *Comments* tab.

**Grade Book of Teacher: Pitt, Brad**

Term:  Grading Period:  Section Number - Name:

Plan Scores **Comments** Standards

Student	Student Name	Comments
<input type="checkbox"/> <a href="#">S1098</a>	<a href="#">Abbot, Fred</a>	Pleasure to have in class.
<input type="checkbox"/> <a href="#">S1030</a>	<a href="#">Adams, Amy Lynn</a>	Amy works well in group problem solving situations and encourages others to ap...
<input type="checkbox"/> <a href="#">S1084</a>	<a href="#">Basinger, Kendra</a>	
<input type="checkbox"/> <a href="#">S1070</a>	<a href="#">Carrev, James</a>	
<input type="checkbox"/> <a href="#">S1073</a>	<a href="#">Carthage, George</a>	
<input type="checkbox"/> <a href="#">S1068</a>	<a href="#">Crowe, Richard</a>	
<input type="checkbox"/> <a href="#">S1063</a>	<a href="#">Cummins, John</a>	
<input type="checkbox"/> <a href="#">S1081</a>	<a href="#">Cusack, Joan</a>	
<input type="checkbox"/> <a href="#">S1060</a>	<a href="#">Depp, James</a>	
<input type="checkbox"/> <a href="#">S1062</a>	<a href="#">DiCaprio, Leon</a>	
<input type="checkbox"/> <a href="#">S1101</a>	<a href="#">Dillon, Michael</a>	
<input type="checkbox"/> <a href="#">S1034</a>	<a href="#">Doolen, Ann</a>	
<input type="checkbox"/> <a href="#">S1072</a>	<a href="#">Ford, Harley</a>	
<input type="checkbox"/> <a href="#">S1067</a>	<a href="#">Gibson, Marcus</a>	
<input type="checkbox"/> <a href="#">S1082</a>	<a href="#">Griffith, Melanie</a>	
<input type="checkbox"/> <a href="#">S1032</a>	<a href="#">Herring, Joe</a>	
<input type="checkbox"/> <a href="#">S1077</a>	<a href="#">Jolie, Angel</a>	
<input type="checkbox"/> <a href="#">S1074</a>	<a href="#">Longaria, Ella</a>	

(\*) - indicates withdrawn student

View

View

Close

- Select the student for whom a comment is to be added by clicking the student's ID number link (the S- number to the left of the student's name).

**Edit Student Comments of Section: English 11**

**Student Comments**

Student Number:  Student Name:  Student Grade:

**Progress Report Comments**

Comment List:

Comment:

**Report Card Comments**

Average	Header	Code	Comment
Q1	Com1	<input type="text"/>	<input type="text"/>
Q1	Com2	<input type="text"/>	<input type="text"/>

Notes:

Custom Order:

OK Close

- Users may enter both **Progress Report** comments and **Report Card Comments** from the same screen. Choose a comment from the *Comment List* drop-list or type a new comment directly in the *Comment* text box.
- Click **OK** when finished.

## Computing Semester (Final) Averages Where a Semester Exam Is Given

To compute Semester (Final) Averages, perform the following steps:

- **Step 1:** Create Semester Exam activity.
- **Step 2:** Modify Semester Exam Average Setup.
- **Step 3:** Modify the Semester (Final) Average Setup.

---

Note: Steps 1 and 2 are only required if the Semester Exam is used to compute a Semester Average and/or is posted on the report card. If not using semester exam, go directly to “Step 3: Modify the Semester (Final) Average Setup” on page 28.

---

### Step 1: Create Semester Exam Activity

---

Note: As of the winter 2013 update, this step is no longer required. Users may enter exam grades, including exempt status, directly from the *Student Averages* screen.

---

Create an activity with an *Activity Name* that indicates it is a Semester Final Exam.

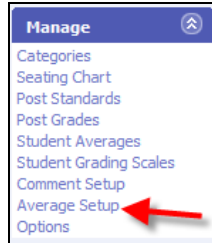
Enter data here as desired, but include the following:

- **Graded:** Check this box under the *Grading Properties* section.
- **Total:** Enter the total number of points possible for the exam.
- **Weight Multiplier:** Weight multiplier must be 1.00.

Click the **Create** button and then click **OK**.

## Step 2: Setup Semester Exam Average Setup

- From the *Manage* menu at left, select **Average Setup**.



**Average List**

Averages

Add View Delete

Name	GP	Graded Item	Type	Wt Add	Wt Score	Show
<a href="#">Q1</a>	Q1	Q1	Current Grade	0.000000		Yes
<a href="#">Q2</a>	Q2	Q2	Current Grade	0.000000		No
<a href="#">Exam 1</a>	Q2	Exam 1	Current Grade	0.000000		No
<a href="#">Sem 1 Final</a>	Q2	Sem 1 Final	Percentage	0.000000		No
<a href="#">Q3</a>	Q3	Q3	Current Grade	0.000000		No
<a href="#">Q4</a>	Q4	Q4	Current Grade	0.000000		No
<a href="#">Exam 2</a>	Q4	Exam 2	Current Grade	0.000000		No
<a href="#">Sem 2 Final</a>	Q4	Sem 2 Final	Percentage	0.000000		No

Add View Delete

Close

- If a *Semester Exam* average does not exist, click **Add**. Enter the criteria as desired on the *Main* tab.
- If the *Semester Exam* average exists, select it from the list to **View**.
- Click the *Averaging Method* tab.

**Edit Average: Exam 1**

Section Number - Name:  Periods:  Days of The Week:

**Main** **Averaging Method**

All Graded Activities within Current Grading Period  
 Running Average for Current Term: All Graded Activities within Current and Previous Grading Periods within the Current Term  
 [Running Average Across Terms: All Graded Activities for All Grading Periods across the selected Terms](#)  
 [Computed Average Combining other Averages](#)  
 [Single Activity \(Activity will be excluded from Running Average\)](#)  
 [Multiple Activities](#)

OK Close

- Select **Single Activity** (activity will be excluded from the running average).
- Select the semester exam activity by clicking the radio button to the left of the date of the activity.

- Click **OK** to close this screen and **Close** again to close the *Semester Exam Edit Average* screen.

### Step 3: Modify the Semester (Final) Average Setup

The steps below may be followed to set up the Semester Average with or without an exam. The same steps may be followed for creating a year end final average, substituting *Final* for *Semester*.

- Under the *Manage* menu at left, select **Average Setup**.
- Click the line that indicates the semester average to be calculated. (ex. **Sem 1 Average**).

**Average List**

Averages

Add View Delete

Name	GP	Graded Item	Type	Wt Add	Wt Score	Show
Q1	Q1	Q1	Current Grade	0.000000		Yes
Q2	Q2	Q2	Current Grade	0.000000		No
Exam 1	Q2	Exam 1	Single	0.000000		No
<b>Sem 1 Final</b>	Q2	Sem 1 Final	Percentage	0.000000		No
Q3	Q3	Q3	Current Grade	0.000000		No
Q4	Q4	Q4	Current Grade	0.000000		No
Exam 2	Q4	Exam 2	Current Grade	0.000000		No
Sem 2 Final	Q4	Sem 2 Final	Percentage	0.000000		No

Add View Delete

Close

- Click the *Averaging Method* tab.
- Click **Computed Average Combining other Averages**.

**Edit Average: Sem 1 Final**

Section Number - Name: 109.1 - English 11    Periods: Period 1    Days of The Week: Monday, Tuesday, Wedne

Main Averaging Method

All Graded Activities within Current Grading Period  
 Running Average for Current Term: All Graded Activities within Current and Previous Grading Periods within the Current Term  
 [Running Average Across Terms: All Graded Activities for All Grading Periods across the selected Terms](#)  
 [Computed Average Combining other Averages](#)  
 [Single Activity \(Activity will be excluded from Running Average\)](#)  
 [Multiple Activities](#)

OK Close

- The *Averaging Method: Percentage* screen will display.

**Averaging Method: Percentage**

**Averages**

Name	Percentage	Exemption %	Graded Item	Wt Add	Type	Wt Score
Q3			Q3	0.000000	Current Grade	
Q4			Q4	0.000000	Current Grade	
Exam 2			Exam 2	0.000000	Current Grade	
Sem 2 Final			Sem 2 Final	0.000000	Multiple	
Q1	40.000	50.000	Q1	0.000000	Current Grade	
Q2	40.000	50.000	Q2	0.000000	Current Grade	
Exam 1	20.000	0.000	Exam 1	0.000000	Single	

OK Close

- Enter the percentage for each graded item to be calculated into the semester average. For example, if each grading period grade is to count 40% of the semester average, enter a 40 next to each grading period graded item. If the exam is to count as 20% of the student's overall semester average, enter a 20 next to the semester exam graded item.
- In the exempt column, enter the percentage for each graded item to be calculated if the student is exempt from a graded item such as semester final exam. For example, if each grading period grade is to count 50% of the semester final average for students who are exempt from the semester final, enter a 50 next to each grading period item.

---

Note: Users may not be able to access the percentages depending on privileges assigned by the program or network administrator. Also, graded items may vary depending on the semester/term selected and length of the course (i.e., year-long course vs. a semester long course).

---

- Click **OK** to save.

## Entering Standard Marks

If standards have been assigned to the course, standard marks may be given. For details regarding standard marks, please refer to the *InformationNOW – Standard-Based Reporting* Quick Reference Guide, which is available from the STI support site at <http://support.sti-k12.com>.

---

## Learning Earning Credits

For districts where *InformationNOW* is integrated with Learning Earnings, an additional icon will display at the top of the Grade Book *Scores* tab.

- To award credits to students from the Grade Book, place a check next to the student(s) name and click **Award LE Credits**.

**Grade Book of Teacher: Vallosio, Joy**

Term: Spring Semester    Grading Period: #    Section Number - Name: HS1500.2 - Statistics

Plan   Scores   Comments   Standards

Category: --- All ---    Standards: --- All ---    Refresh    Recalculate    Award LE Credits    Add Activity

Student	Student Name	Alerts	Let	Avg	Probability Model	Survey Data Quiz	Business Use of Probabilities	Pg 57-65	Complete on-line Survey
					100.00	100.00	100.00	100.00	100.00
<input checked="" type="checkbox"/>	S1075 Adams, James Q		A	92.78	06/19 85.00	06/18 100.00	06/17 95.00	06/16 100.00	06/13 90.00
<input checked="" type="checkbox"/>	S1002 Anderson, Jared Alan		A	91.75	85.00	100.00	90.00	89.00	95.00
<input checked="" type="checkbox"/>	S1078 Burtram, Stewart S		A	90.37	85.00	100.00	90.00	90.00	90.00
<input type="checkbox"/>	S1072 Chatwood, Denise L		A	93.38	85.00	100.00	88.00	100.00	95.00
<input type="checkbox"/>	S1019 Gray, Austin M		A	92.08	85.00	100.00	90.00	85.00	95.00

- **Credits:** If all students are to receive the same number of credits, enter the number of credits in the **Credits** field at the top of the screen. The students will be assigned the number of credits. Users may edit credits for individual students as desired on the list of students below.
- **Category:** If desired, select the credit **Category**. Select the category at the top of the screen to have the selected category assigned to each student on the list. Users may then edit categories on the individual students on the list below.
- Click **Send These Credits**.

**Issue Electronic Credits**

Teacher: Joy Vallosio  
Credits Available: 9,634.00

Populate all fields with:

Credits  Category

First Name	Last Name	Credits	Category
James	Adams	<input type="text" value="10"/>	<input type="text" value="Perfect Attendance"/>
Jared	Anderson	<input type="text" value="10"/>	<input type="text" value="Perfect Attendance"/>
Stewart	Burtram	<input type="text" value="10"/>	<input type="text" value="Good Behavior"/>

---

# Grade Book Reports

Reports are available on the *Grade Book* screen under the *Reports* menu at left.

## Grade Book

The Grade Book report may be accessed from the **Classroom | Reports** menu or from **Classroom | Grade Book** after selecting to **View** a course. Any user who has teacher privileges or access to **Classroom | Grade Book** may print the report.

- When generating the report from **Classroom | Reports**, the report will be generated for the selected grading period and section. The report will only be generated for the current grading period. The current date will be used to determine the current grading period. User must have teacher privileges and be assigned to the section to generate. When report is generated from this location the report will include all sections to which the teacher is assigned for the current grading period.
- When generating the report from **Classroom | Grade Book**, users must first place a check next to student(s) to be included on the report and then click **Grade Book** to generate the report for the selected students. The report will print for the selected course only. Users may enter the date range for which to print.

The screenshot shows the 'Grade Book' report generation window. It is divided into several sections: 'Criteria', 'Options', and 'Include'.  
- **Criteria:** Includes fields for '\*Start Date:' (with a calendar icon), '\*End Date:' (with a date format 'MM/dd/yyyy' and a calendar icon), 'Order By:' (a dropdown menu currently set to 'Student Display Name'), and 'ID to Print:' (a dropdown menu currently set to 'Student Number'). Below these is the 'Report Type:' section with radio buttons for 'Summary' (selected) and 'Detail'.  
- **Options:** Contains four checkboxes: 'Display Letter Grade', 'Display Total Points', 'Display Student Average', and 'Suppress Student Name'.  
- **Include:** Contains two checkboxes: 'Withdrawn Students' and 'Non-Graded Activities'.  
- **Format:** A dropdown menu is set to 'Acrobat (PDF) file', with a 'Save as Default' checkbox to its right.  
At the bottom right, there are 'Preview' and 'Close' buttons.

- **\*Start Date:** Includes activities on or after Grading Period Start date. Defaults to current grading period start date.
- **\*End Date:** Includes activities on or before Grading Period End date. Defaults to current grading period end date.
- **Order By:** Select to order report by:
  - Student Display Name: Order students by display name (Alpha ascending).
  - Student ID: Order students by value selected in *ID to Print* (Alpha then numeric, ascending).
  - Section Average: Order students by section average (Numeric descending).
- **ID to Print:** Select to print *Alternate Student Number*, *Social Security Number*, *State ID Number* or *Student Number*.
- **Report Type:** Select *Detail* or *Summary*.

- **Display Letter Grade:** Check to print the letter grade in addition to the numeric grade.
- **Display Total Points:** Check to include a total of points earned and points possible.
- **Display Student Average:** Check to include the student’s average.
- **Suppress Student Name:** Check to hide student names on printed report.
- **Withdrawn Students:** Select to include students who are currently withdrawn from the section regardless of their current enrollment status.
- **Non-Graded Activities:** Check to include activities that are not marked as graded in the report.

---

Note: When printing a summary report and activities reach the right margin, a new page will be started containing the remaining activities to allow the user to view the entire report by laying the pages side-by-side.

---

## Report Cards

Prints the posted grades for the selected grading period and student(s).

- **\*Grading Period:** Select the grading period for which to print.
- **\*ID To Print:** Select to include the *Student Number, State ID Number, Alternate Student Number, Social Security Number* or *None*.
- **\*Order By:** Select to order the report cards by *Grade Level, Postal (Zip) Code, Student Homeroom, Student Name* or *Student Number*.
- **Show Grades:** Select to *Show Grades Across the Page* (i.e., one row for each course) or *Show Grades Down the Page* (i.e., one row for each grade).
- **\*Address Report To:** Select to print report cards for *Students*, those contacts marked as *Is Custodians* or *All Contacts*.
- **\*Form:** Select to print an 8 ½ x 11 report or using a form purchased from the STI forms department (with or without school address).



- **Go Green**: Select this option to not print a hard copy of the report card for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which can be used to generate an email to the student/contact to let them know the report is available for viewing via the Home Portal.
- **Letterhead**: Check if printing on pre-printed school letterhead. The school name/address will be omitted from the report and the information will print starting further down the page, allowing for the school letterhead information that is already printed on the paper at the top.
- **Absence Reasons**: If selecting to include attendance information, select the absence reason codes to be included in the absence totals.
- **Heading**: Enter a heading that will print directly above the student name/address.
- **PTD Daily Att**: Includes cumulative absences as well as absences for the selected grading period.
- **Period Att**: Include attendance for each period.
- **Print Credit**: Prints the earned credit.
- **Picture**: Check to print the student's picture if it is on file.
- **Notes**: Check to print notes assigned to the student.
- **Display YTD Info**: This will include any previous graded items that are set to print on an all-year report card.
- **Parent Signature**: Adds a line for the parent to sign the report cards.
- **Promotion Status**: Check to print the student's current promotion status. Generally used at the end of the school year to display whether the student is promoted or retained.
- **Withdrawn Students**: Check to print report cards for currently withdrawn students.

## Progress Reports

Progress Reports prints the current average for the selected student(s).

- **Absence Reasons**: Select absence reasons to be included in selected daily attendance counts.

- **Attendance**: Prints Year-To-Date and Grading Period daily attendance. Period Attendance may be included as well.
- **Section Comment**: Enter a comment to be printed for each section.
- **ID To Print**: Select the ID to print on the report card (*None, Student Number, State ID Number, Alternate Student Number and Social Security Number*).
- **Min/Max Student Average**: If a value is entered, only the students who have averages between the Min/Max parameters will be displayed in the report. It is not necessary to enter both a Minimum and a Maximum.
- **Go Green**: Select this option to not print a hard copy of the report for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which can be used to generate an email to the student/contact to let them know the report is available for viewing via the Home Portal.
- **Class Average**: Includes the overall class average for each activity.
- **Period Attendance**: Check to include period attendance counts on the report card.
- **Total Points**: Displays the total points earned for the student for the grading period.
- **Signature Line**: Prints a parent/guardian signature line.
- **Additional Mailings**: Check to print extra reports for contacts marked to receive mailings.
- **Category Averages**: Provides a breakdown on the student is doing in each category.
- **Min/Max Category Averages**: To include only students with an overall category average in a given range, check the *Category Averages* box and enter the numeric range in the fields provided.
- **Letter Grade**: Prints the letter grade equivalent of the current running average for the student directly below the running average.
- **Student Comment**: Includes comments entered on the activity grade under *Scores*.
- **Student Mailing Address**: Prints the student mailing address on the report for mailing.

## Comprehensive Progress Report

The Comprehensive Progress Report is a one-per-student report of posted grades along with activity grades for a selected grading period and/or date range. If generating the report from the Grade Book, place a check next to the student(s) for which to print and then click **Comprehensive Progress Report** option. The report is also available **Classroom | Reports**. When generating from the **Classroom | Reports** menu, the report will print for all students the user teachers for all classes.

- **Student Filter:** Disabled if printing from the Grade Book. If printing from **Classroom | Reports**, select the filter of students to be included on the report. If not filter is selected, all students that the teacher teaches will be included.
- **\*Grading Period:** Select the grading period for which to print. This option is disabled when printing from the Grade Book as the grading period was already selected before accessing the *Grade Book* screen.
- **Start/End Date:** Select to print for a date range of activities. Dates must be within the grading period selected.
- **Absence Reasons:** If including attendance on the report, place a check next to each absence reason to be included on the report. Alternately, click the drop-list and select **Excused** or **Unexcused** and all applicable reasons will be selected by default.
- **\*Display Daily Attendance:** Select to include *None*, *Grading Period*, *Year To Date* or *Both*.
- **Min./Max. Student Average:** Select to print a report for only those students who have at least one section average between the minimum and maximum range entered here.
- **Go Green:** Select this option to not print a hard copy of the report for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which may be used to generate an e-mail to the student/contact to let them know the report is available for viewing via the Home Portal.
- **Window Envelope:** Check to print the report in a format that will fit in a #10 window envelope.
- **Include:**
  - *Student Mailing Address*
  - *Student Comment*

- *Signature Line*
- *Student Photo*
- *Total Points*
- *Category Averages*
- *Period Attendance*
- *Additional Mailings*
- *Class Average Only*
- *Class Average*
- *Withdrawn Students*
- **ID To Print:** Select to print *None, Alternate Student Number, State ID* or *Student Number*.
- **Order By:** Select to order the report by *Student Display Name, ID Selected* (if printing ID), *Grade Level, Homeroom, Postal Code* or *Distribution Period* (not available if printing from the Grade Book).

## Birthday Listing

The Birthday Listing generates a listing of students and their birthday based on a calendar date range or monthly range.

- **Student Filter:** Select the filter of students to be included on the report. If not filter is selected, all students will be included.
- **Date or Range Of Dates:** Enter the range of dates of birthdays to include. For example, to print all birthdays for the year 1999, enter *1/1/1999* to *12/31/1999*.
- **Month or Range of Months:** Select the start and end month. For example, to print tall February birthdays regardless of the year the student was born, select *February* for both the start and end months.
- **\*Group By:** Select to group the report by *No Grouping* (Alphabetic), *Date of Birth, Grade Level* or *Homeroom*.
- **Include Withdrawn Students:** Select to include currently withdrawn students on the report.
- **Include Student Photograph:** Check to include the student's photo if on file.

## Lesson Plan

The Lesson Plans Report prints the lesson plans based on a selected date range. The report may be used a summary count or a detailed list.

The screenshot shows the 'Lesson Plans' configuration window. It is divided into two main sections: 'Criteria' and 'Working Filter'.  
**Criteria Section:**  
- 'Staff Filter': A dropdown menu.  
- '\*Start Date': A date selection field with a calendar icon.  
- '\*End Date': A date selection field with a calendar icon.  
- 'Include Activities': A checkbox.  
- 'Activity Attribute Text': A dropdown menu with 'Public' selected.  
- 'Activity Attributes': A list box containing 'All', 'Comments', 'Materials', 'Objectives', and 'Resources'.  
- 'Include Standards': A checkbox.  
- 'Minimum Number of Days With Plans': A text input field.  
- 'Activity Categories': A list box containing 'All', 'Homework', 'Quizzes', and 'Tests'.  
- 'Sort Activities': A dropdown menu with 'Date/Category' selected.  
- 'Sort Sections': A dropdown menu with 'Teacher/Period' selected.  
**Working Filter Section:**  
- 'Save to Working Filter': A checkbox.  
- 'Append to Existing': A radio button.  
- 'Overwrite Existing': A radio button.  
- 'Format': A dropdown menu with 'HTML' selected.  
- 'Save as Default': A checkbox.  
At the bottom right, there are 'Preview' and 'Close' buttons.

- **Staff Filter:** Select the filter of staff for which to print. This option is disabled when printing from the Grade Book reports menu.
- **\*Start/End Date:** Select the range of dates of the activities to be included.
- **Include Activities:** Check to include information from the activity tabs.
- **Include Standards:** Check to include standard marks for the selected activities and date range.
- **Activity Attribute Text:** Select to include *Public*, *Private* or *Public and Private*.
- **Activity Attributes:** Select the activity tabs to be included.
- **Minimum Number of Days With Plans:** Enter the minimum number of days with lesson plans to be included.
- **Activity Categories:** Select the activity categories (i.e., *Homework*, *Quizzes*) to be included.
- **Sort Activities:** Select to sort activities by *Date/Category* or *Category/Date*.
- **Sort Section:** Select to sort the various sections by *Teacher/Section*, *Teacher/Course*, *Teacher/Period* or *Section*.

## Standards Report Card

The Standards Report Card allows the one-per-student reporting of standards.

- **Student Filter**: Select the filter of students to include. If no filter is selected, all students will be included.
- **\*Grading Period**: Select the grading period for which to print.
- **Absence Reasons**: Select the absence reasons to be included in the absence counts on the report card.
- **Message**: Enter the message to display on all students' report cards.
- **Grading Scale**: Enter the grading scale to print on the report card.
- **Go Green**: Select this option to not print a hard copy of the report for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which may be used to generate an e-mail to the student/contact to let them know the report is available for viewing via the Home Portal.
- **Letterhead**: Check if printing on pre-printed school letterhead. The school name/address will be omitted from the report and the information will print starting further down the page, allowing for the school letterhead information that is already printed on the paper at the top.
- **\*Address Report To**: Select to print report cards for *Students*, those contacts marked as *Is Custodians* or *All Contacts*.
- **Go Green**: Select this option to not print a hard copy of the report card for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which can be used to generate an email to the student/contact to let them know the report is available for viewing via the Home Portal.

- **Parent Signature:** Adds a line for the parent to sign the report cards.
- **Report Card Grades:** Check to include posted report card grades on the standards report card.
- **Report Card Comments:** Only available if including Report Card grades. Check to include the comments that are attached to report card grades.
- **Announcement:** Check to include the school announcement that is assigned to the grading period under **Grading | Setup | Grading Periods** lookup.
- **Student Picture:** Check to print the student's picture if it is on file.
- **Student Address:** Check to include the student's address on the report card.
- **Promotion Status:** Check to print the student's current promotion status. Generally used at the end of the school year to display if the student is promoted or retained.
- **Withdrawn Students:** Check to print report cards for currently withdrawn students.
- **Standards With Marks Only:** Check to print only the skills for which students have received a mark (score).
- **Standards Comments:** Check to include the comments that were attached to the standard marks.
- **\*Attendance Details:** Select to include *None, Yearly, Grading Period* or *Both Year/Grading Period* attendance totals.
- **\*ID To Print:** Select to include the student's *Alternate Student Number, None, Social Security Number, State ID Number* or *Student Number*.
- **\*Order By:** Select to order the report cards by *Display Name, Distribution Period, Grade Level, Homeroom, Student Number* or *Postal (Zip) Code*.

## Worksheet Report

The Worksheet Report allows a teacher, or an administrator with appropriate rights, to print a worksheet for a specific date range, with specific activities, with or without grades/scores. It also allows the teacher to print either the student names or student numbers (for example, to print grades on a particular activity). Blank columns may also be added.

**Worksheet Report**

**Criteria**

\*Start Date:  ... \*End Date:  ...

\*ID to Print: Student Number

<input checked="" type="checkbox"/>	Date	Category	Activity
<input checked="" type="checkbox"/>	08/03/2013	Homework	Read Unit 1, Odd Questions 1-9
<input checked="" type="checkbox"/>	08/04/2013	Homework	Read Unit 1, Even Quest 2-10
<input checked="" type="checkbox"/>	08/09/2013	Quiz	Unit 1 Quiz

**Blank Columns**

Column Title

**Include**

Scores  Average

Letter Grade  Student Name

**Working Filter:**

Save to Working Filter  Append to Existing  Overwrite Existing

**Format:**

Acrobat (PDF) file  Save as Default

Preview Close

- **\*Start/End Date:** Enter the date range for activities to include.
- **\*ID To Print:** Select to include *Student Number*, *State ID Number*, *Alternate Student Number*, *Social Security Number* or *None*.
- **Activities:** Place a check next to the activities to be included on the worksheet.
- **Blank Columns:** Select to include up to five (5) blank columns on the report. After placing a check next to a row, users may enter a title for the column in the field provided to the right.
- **Include:**
  - **Scores:** Check to include the student scores for all included activities.
  - **Average:** Check to include the student's running average.
  - **Letter Grade:** Check to include the letter grade equivalent of the grade.
  - **Student Name:** Check to include the student name on the report. Uncheck this option if, for example, scores are to be posted to a bulletin board.

## Missing Assignments Report

The *Missing Assignments* report prints a list of students who have a blank grade for any activities in the specified date range.

- **\*Start Date:** Includes activities on or after this date. Defaults to current grading period start date.
- **\*End Date:** Includes activities on or before this date. Defaults to current grading period end date.
- **Order By:** Select to order by *Student* or *Section*.
  - **Student:** Lists each student with each section (ascending by time slot) then each activity (ascending by date) for the sections where scores are missing.
  - **Section:** Groups by full Section Number ascending, then lists activities ascending by date, then students (ascending by display name) who are missing activity scores.



- **ID to Print:** Select to print *Alternate Student Number, Social Security Number, State ID Number* or *Student Number*.
- **Count Zeros as Missing:** Will include activities for which a student received a 0 grade.
- **One Per Page:** If checked, a page break will be inserted based on the Order selected.
- **Suppress Student Name:** Check to hide student names on the printed report.
- **Alternate Scores Only:** Will only print activities for which Alternate Scores have been assigned.
- **Alternate Scores:** Select the Alternate Scores to include on the report or select **--- All ---**.
- **Withdrawn Students:** Check to include students who have withdrawn from the section.

## Student Listing

A report listing all students in the selected class.

- **\*Report Type:** Select to print a *Summary* or *Detail* report.
- **\*Order By:** Select to order students on the report by *Student Name, Student ID Number, Grade Level, Homeroom* or *Postal (Zip) Code*.
- **Report Subtitle:** Enter a heading to print at the top of the report.
- **\*Student Identifier:** Select to print *Student ID, State Student ID, Alternate Student ID, Social Security Number* or *None*.
- **\*Address:** Select to include *Mailing Address, Physical Address, Both Mailing and Physical* or *None*.
- **\*Contacts:**
  - **Primary Family Only:** Any contact who is flagged as *Is Family Member* and whose physical address is the same as the student's.
  - **Primary Family and Extended:** Any contact who is checked as *Is Family Member*.
  - **Emergency Contact Only**

- Can Pick Up Student Only
- None
- **Include:**
  - Race
  - Lunch Code
  - Student Photograph
  - Student Status
  - Unlisted Information
  - Withdrawn Students

## Standardized Test

A report of student's Standardized Test results.

- **\*Start/End Date:** To only include tests with a specific date, enter the date range in the *Start* and *End* fields.
- **Test:** To print for only a select test(s), select it from the list or select to print for **All**.
- **Components:** To print for only a select component(s), select it from the list of select to print for **All**.
- **\*Meets Requirements:** Select to include students who have met the requirements (*Yes*), have not met requirements (*No*) or all (*Both*).
- **\*ID To Print:** Select to include *Alternate Student Number*, *Social Security Number*, *State Student ID* or *Student Number*.
- **\*Group By:** Select to group students by *Display Name*, *Grade Level*, *Homeroom*, *ID Selected*, *Test* or *Date (Ascending)*.
- **Include:**

- Withdrawn Students
- Report Parameters in Header
- Components & Scores
- Page Break On Group By
- Students without Tests

## Portrait Style Report Card

A portrait (non-landscape) version of the traditional (non standard-based) report card.

- **\*ID to Print:** Select the student identifier to print (*None, Student Number, State ID Number, Alternate Student Number or Social Security Number*).
- **\*Grading Period:** Select the grading period for which to print.
- **Absence Reasons:** If including attendance information on the report card, select the absence reasons to be included in the attendance totals.
- **\*Order By:** Select to order the printing of report cards by *Student Display Name, ID Selected, Grade Level, Homeroom or Zip Code*.
- **Heading:** Enter a heading that will print directly above the student name/address.
- **Go Green:** Select this option to not print a hard copy of the report card for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which may be used to generate an email to the student/contact to let them know the report is available for viewing via the Home Portal.
- **\*Address Report To:** Select to print report cards for Students, those contacts marked as Is Custodians or All Contacts.
- **Attendance Summary:** Check to include an attendance summary. Attendance will be included for the selected absence reasons. The attendance section will include the following based on the absence reason codes selected:
  - Total Days Enrolled

- Total Days Present
- Days Absent
- Excused Days Absent
- Unexcused Days Absent
- Times Tardy
- Excused Tardies
- Unexcused Tardies
- **Grading Period Notes**: Check to include the notes entered on the student posted grades. Only notes for the selected grading period will print.
- **Parent Signature**: Check to include a parent signature line on the report card.
- **Merit/Demerit Summary**: Select to include a summary of the student's merits and demerits based on the student's discipline and commendation views.
- **Grading Scale Legend**: Check to include the grading scale legend based on grading scales assigned to the course. Student's schedule may contain sections with different grading scales. The report will print all grading scales for the student in the *Grading Scale Legend* in descending order by max score/range value.
- **Withdrawn Students**: Check to include currently withdrawn students when printing.
- **YTD Info**: Check to include previous grading period grades along with the selected grading period. The report will display up to the last four grading periods due to space availability.
- **Standards Grading Scale Legend**: Check to include a legend for the standard grading scale if selecting to print *Standards*. Student's schedule may contain sections with different standard grading scales. The report will print all standard grading scales for the student in the *Standards Grading Scale Legend* in descending order by max score/range value.
- **Announcements**: Check to include the announcements entered on the selected grading period.
- **Promotion Status**: Check to include the student's current promotion status.
- **Comment**: Check to include the comment entered on the student.
- **Standards**: Check to include standard marks on the report card.

## Two Column Report Card

A two-column traditional report card (i.e., non standard-based report cards).

Code	C	Reason
I	E	ALLDAY
CI	E	CHECK IN
CO	E	CHECK OUT
DDO	E	Doctor/Dentist/Orthodontist
E	E	EXCUSED ABSENCE
HE	E	HALF DAY EXCUSED

- **\*ID to Print:** Select the student identifier to print (*None, Student Number, State ID Number, Alternate Student Number or Social Security Number*).
- **\*Grading Period:** Select the grading period for which to print.
- **Absence Reasons:** If including attendance information on the report card, select the absence reasons to be included in the attendance totals.
- **\*Order By:** Select to order the printing of report cards by *Student Display Name, ID Selected, Grade Level, Homeroom or Zip Code*.
- **\*Address Report To:** Select to print report cards for Students, those contacts marked as Is Custodians or All Contacts.
- **Go Green:** Select this option to not print a hard copy of the report card for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which may be used to generate an email to the student/contact to let them know the report is available for viewing via the Home Portal.
- **Letterhead:** Check if printing on pre-printed school letterhead. The school name/address will be omitted from the report and the information will print starting further down the page, allowing for the school letterhead information that is already printed on the paper at the top.
- **Attendance Summary:** Check to include an attendance summary. Attendance will be included for the selected absence reasons. The attendance section will include the following based on the absence reason codes selected:
  - Total Days Enrolled
  - Total Days Present
  - Days Absent
  - Excused Days Absent
  - Unexcused Days Absent

- Times Tardy
- Excused Tardies
- Unexcused Tardies
- **Notes:** Check to include the notes entered on the student posted grades. Only notes for the selected grading period will print.
- **Parent Signature:** Check to include a parent signature line on the report card.
- **Announcements:** Check to include the announcements entered on the selected grading period.
- **Merit/Demerit Summary:** Select to include a summary of the student's merits and demerits based on the student's discipline and commendation views.
- **Grading Scale Legend:** Check to include the grading scale legend based on grading scales assigned to the course. Student's schedule may contain sections with different grading scales. The report will print all grading scales for the student in the *Grading Scale Legend* in descending order by max score/range value.
- **Withdrawn Students:** Check to include currently withdrawn students when printing.
- **Standards:** Check to include standard marks on the report card.
- **YTD Info:** Check to include previous grading period grades along with the selected grading period. The report will display up to the last four grading periods due to space availability.
- **Standards Grading Scale Legend:** Check to include a legend for the standard grading scale if selecting to print *Standards*. Student's schedule may contain sections with different standard grading scales. The report will print all standard grading scales for the student in the *Standards Grading Scale Legend* in descending order by max score/range value.
- **Promotion Status:** Check to include the student's current promotion status.
- **Comment Legend:** Check to include a legend of descriptions for the comments assigned to the student grade records.
- **Photograph:** Check to include the student's photo if on file.

## Seating Chart

To print the seating chart, go to **Classroom | Grade Book**. Select to **View** a class. Click the **Seating Chart** option under the *Reports* menu on the left.

## Additional Reports

Depending on the privileges assigned to the user, additional reports may be accessed under the **Classroom | Reports** menu.

Reports that are accessible from the **Reports** menu that are not accessible from the Grade Book include the following:

### Lunch Counts

A listing of posted student, staff or guest lunches for a selected date range.

### Unposted Grades

A report of sections for which grades have not yet been posted for a selected grading period.

## Other Tips

### ***What is the blue box?***

What is the blue box surrounding student's scores for Activities?

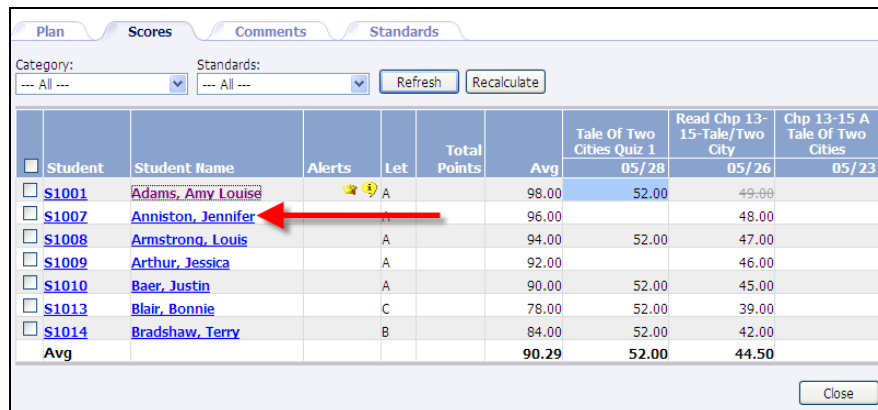
Chap 3 Test	test1	test2
10/02	10/12	10/12
	10.00	100.00
	10.00	90.00
	10.00	50.00
	10.00	99.00
	10.00	5.00
	10.00	77.00
	10.00	73.00
	10.00	70.57

The blue box indicates the student was marked absent for that period and for the day of the activity.

### ***Can student demographic information be accessed from the Grade Book?***

Yes. Click on the student's name and the student's maintenance screen will open.

Note: The ability to access student information is based on privileges assigned to the user.








Student	Student Name	Alerts	Let	Total Points	Avg	Tale Of Two Cities Quiz 1 05/28	Read Chp 13-15-Tale/Two City 05/26	Chp 13-15 A Tale Of Two Cities 05/23
<input type="checkbox"/>	S1001 Adams, Amy Louise	🚧 🚫	A	98.00	52.00	49.00		
<input type="checkbox"/>	S1007 Anniston, Jennifer		A	96.00	48.00			
<input type="checkbox"/>	S1008 Armstrong, Louis		A	94.00	52.00	47.00		
<input type="checkbox"/>	S1009 Arthur, Jessica		A	92.00	46.00			
<input type="checkbox"/>	S1010 Baer, Justin		A	90.00	52.00	45.00		
<input type="checkbox"/>	S1013 Blair, Bonnie		C	78.00	52.00	39.00		
<input type="checkbox"/>	S1014 Bradshaw, Terry		B	84.00	52.00	42.00		
	Avg			90.29	52.00	44.50		

### ***What do the symbols mean in the Alerts column?***

If permission is granted to users to view alerts, these alerts may be viewed under the *Alerts* column within the Grade Book. The icons pertain to the particular student.

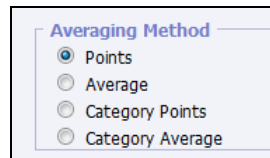
Note: Alerts will only display if data is entered for the student. For example, if a student has not been given rights to access the Internet, the Internet access icon will not appear for the student.

-  **Explorer Icon:** The student has been marked as having permission for Internet access.
-  **Cross:** The student has been marked as having a medical alert. Click this icon to view the student's alert.

- 
**Graduation Cap:** The student has been marked as **Active** for their *Special Education Status*.
- 
**Balloon:** The student has been marked with a special alert. Double-click on the icon to view the special alert.
- 
**T:** The student has met the truancy threshold as established by the district.

## Averaging Method Examples

The following are examples of the four types of averaging methods and how they affect a student's overall running average:



### Points

Total points earned divided by the total points possible:

<u>Assignment</u>	<u>Total Points Earned</u>	<u>Total Points Possible</u>
Homework 1	30	50
Homework 2	90	100
Quiz 1	7	10
Quiz 2	20	30
Test 1	80	100
Test 2	<u>25</u>	<u>50</u>
	252	340

Student earned 252 points out of a total 340 points possible.  $252 \div 340 = 74\%$ . Student's average is 74.

### Average

Average the averages.

<u>Assignment</u>	<u>Total Points Earned</u>	<u>Total Points Possible</u>	
Homework 1	30	50	$30/50 = 60\%$
Homework 2	90	100	$90/100 = 90\%$
Quiz 1	7	10	$7/10 = 70\%$
Quiz 2	20	30	$20/30 = 66.67\%$
Test 1	80	100	$80/100 = 80\%$
Test 2	<u>25</u>	<u>50</u>	<u><math>25/50 = 50\%</math></u>
	252	340	
			Add up the averages 416.67
			Divide by the # of activities <u>6</u>
			69.445

Student had a total average of 416.67. Divide that by the number of averages/activities (6). Student has an average of 69.445%.



## Category Points

Calculated same as points but also factors in the category percentage. In the following example three categories have been created:

Homework is worth 25% of the student's overall average.

Quizzes are worth 25% of the student's overall average.

Tests are worth 50% of the student's overall average.

<u>Assignment</u>	<u>Points Earned/</u> <u>Total Points Possible</u>
Homework 1	30/50
Homework 2	<u>90/100</u>
Earned	120 out of a possible 150. 120 divided by 150 is 80%.

Multiply the 80% times the 25% that was assigned to the category of Homework = 20

<u>Assignment</u>	<u>Points Earned/</u> <u>Total Points Possible</u>
Quiz 1	7/10
Quiz 2	<u>20/30</u>
Earned	27 out of a possible 40. 27 divided by 40 is 67.5%.

Multiply the 67.5% times the 25% that was assigned to the category of Quizzes = 16.875

<u>Assignment</u>	<u>Points Earned/</u> <u>Total Points Possible</u>
Test 1	80/100
Test 2	<u>25/50</u>
Earned	105 out of a possible 150. 105 divided by 150 is 70%

Multiply the 70% times the 59% that was assigned to the category of Tests = 35

$$20 + 16.875 + 35 = 71.875$$

Add up the three percentages from each category (20+16.875+35). Student's average is 71.875.

## Category Averages

Calculated same as averages but also factors in the category percentage. In the following example three categories have been created:

Homework is worth 25% of the student's overall average.

Quizzes are worth 25% of the student's overall average.

Tests are worth 50% of the student's overall average.

<u>Assignment</u>	<u>Points Earned/</u> <u>Total Points Possible</u>
Homework 1	30/50 = 60%
Homework 2	90/100 = <u>90%</u>
Earned	150
Divided by # of activities	<u>2</u>
	75% earned for the category of homework
Multiply By	<u>X 25%</u> that was assigned to the category of homework
	18.75 student earned for homework

Points Earned/

<u>Assignment</u>	<u>Total Points Possible</u>
Quiz 1	7/10 = 70%
Quiz 2	20/30 = <u>66.67%</u>
	Earned 136.67
Divided by # of activities	<u>2</u>
	68.335% earned for the category of quizzes
Multiply By	<u>X 25%</u> that was assigned to the category of quizzes
	17.08 student earned for quizzes

<u>Assignment</u>	<u>Points Earned/</u> <u>Total Points Possible</u>
Test 1	80/100 = 80%
Test 2	25/50 = 50%
	Earned 130
Divided by # of activities	<u>2</u>
	65% earned for the category of tests
Multiply By	<u>X 50%</u> that was assigned to the category of tests
	32.5 student earned for quizzes

Add up the totals from each category:	18.75
	17.08
	<u>32.5</u>
Student has an overall running average of	68.33