

GradeSpeed.NET 4.0 - Basic Teacher Training

Updated 6/12/06

Training Goals:

This training guide will equip teachers to enter grades, record attendance, create simple printed reports, and finalize their gradebook for progress report and/or report card printing. More advanced gradekeeping tools are explained in the "Advanced Teacher Training" manual.

This guide was developed using GradeSpeed.NET 4.0. Please keep in mind that while this manual was developed to help teachers perform all the tasks necessary to record grades and attendance and allow for reporting, there are many functions of GradeSpeed.NET 4.0 that cannot be covered in a brief training session. Please see the GradeSpeed.NET User Guide and <http://support.gradespeed.net> for further information.

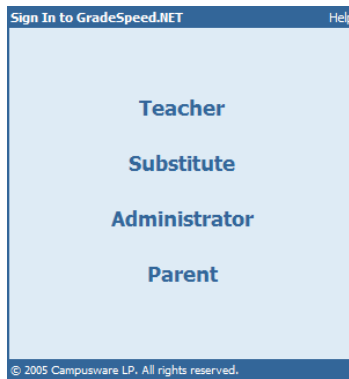
For technical support issues, teachers should always contact their school's technology support office. Campusware works closely with specific school personnel to correct any problems or to rectify training issues promptly, but cannot provide support directly to teachers.

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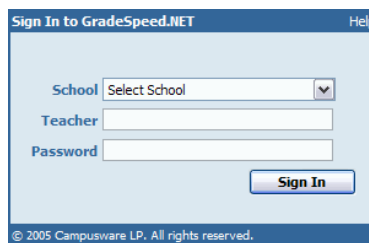
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Getting Started with GradeSpeed.NET 4.0:

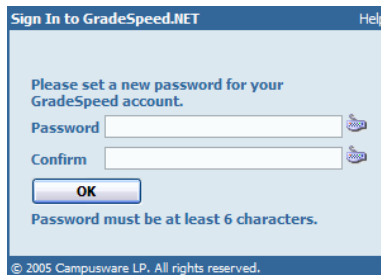
1. Open an internet browser and navigate to your school's GradeSpeed login page.



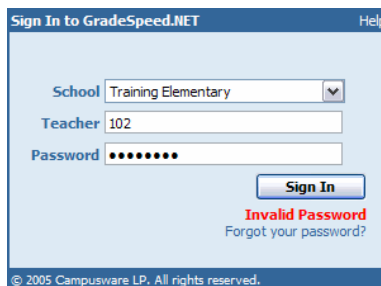
2. Select "Teacher." The following page will appear:



3. Select your campus and enter your teacher ID – leave the password field blank. Click "Sign In" to enter the gradebook. You will be prompted to create a password for the system. Enter and confirm a password that conforms to the requirements listed at the bottom of the dialog box.



4. If, in the future, you enter an **invalid** password when logging in, you will be given the opportunity to recover your password by clicking "Forgot your password?" Your password may be emailed to you, or you may be prompted to create a new password.



5. The **main gradebook page** will appear as shown below:

GradeSpeed™

Categories Assignments Grades Progress Reports Reports Cumulative Grades Attendance Seating Chart Verify Gradebook Lesson Plans Discipline

Sign Out

Class: Period 7 Enter Moves Down All Assignments Cycle: 4

| Student | Avg | Due: | Points Possible |
|------------------------|------|------|-----------------|
| Abrahamsson, Alfreda | 2000 | - | |
| Arviragus, Cordelia | 2007 | - | |
| Asandwich, Bryshaun | 2001 | - | |
| Banazir, Aragorn | 2002 | - | |
| Bernardssen, Benedikta | 2003 | - | |
| Biondello, Baptista | 2008 | - | |
| Handbasket, J`Varean | 2012 | - | |
| Jones, Aushanique | 2013 | - | |
| Legolas, Gollum | 2014 | - | |
| Leonardsen, Agnes | 2015 | - | |
| Maggot, Butterbur | 2016 | - | |
| Oliversson, Adalheid | 2017 | - | |
| Pippin, Peregrin | 2018 | - | |
| Wormtongue, Tinuiel | 2019 | - | |
| Bluebeard, Boris | 2011 | - | |
| Cordova, Bardolph | 2004 | - | |
| Dogberry, Quindarius | 2005 | - | |
| Draylen, Brezanae | 2006 | - | |
| Gentry, Shaquille | 2009 | - | |

Avg Display Options: Numeric












Total Students : 20 Changes since last update : 0

Note that the courses and students are already entered. This information comes over from the school's **student management system (SMS)**. Any changes to this data must be handled in the **SMS** first, then imported into GradeSpeed.

The class rosters, for example, are downloaded from the campus-wide database. While these rosters provide valuable information, they are **not** available for editing. Roster and schedule uploads will be done by the system administrators as needed—you don't have to do anything to update the student and course info in your gradebook.

Navigating the Gradebook:

1. GradeSpeed tools are located on a toolbar across the top of the main gradebook page.

-  "Categories" allows teachers to manage categories and weights for assignments. You can also determine how grades are averaged, dropped, or color-coded. These parameters may be set up by district staff, and may or may not be open for editing by teachers.
-  Once categories have been set up, teachers can create "Assignments." This icon allows teachers to manage existing assignments or create new ones.
-  The "Grades" icon simply represents the main gradebook page.
-  Teachers can produce "Progress Reports" for the students in their classes that can include district-defined and teacher-defined comments.
-  Teachers can also produce a number of additional reports for their students.
-  The "Cumulative Grades" page allows teachers to view cycle, semester, and overall grades at a glance.
-  Teachers can take "Attendance" using a simple online interface.
-  The web-based "Seating Chart" allows teachers to manage their classrooms and take attendance.
-  Teachers can "Verify" their gradebooks at the end of each grading period. This tool allows you to review and override grades before locking your gradebook for the cycle. Once you verify your gradebook, you will not be able to enter grades for the cycle until your campus administrators clear the verification setting.
-  Each teacher can set up a "Lesson Plans" account.
-  If your school uses Campusware's "Discipline" module, this icon will link you to an incident reporting tool.

Several other options are available just below the tool bar. These features allow you to control the way your gradebook displays assignment information.



To switch between courses, use the “Class” drop-down list.

The “Enter Moves Down” check box can be used to determine whether pressing “enter” moves the cursor down to the next row or over to the next column.

The “All Assignments” check box can be used to switch between displaying all assignments at once or allowing the user to scroll through multiple pages of assignments.

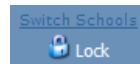
The “Update” and “Cancel” buttons are used to save or discard changes made to individual grades in the gradebook.

Teachers can change the current grading cycle using the “Cycle” drop-down list.

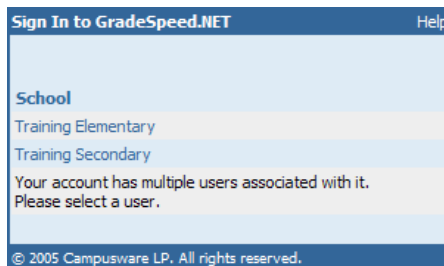


To secure the gradebook when you get up from your desk, click “Lock.” You will be required to re-enter your password before you can view or enter grades again.

If you have more than one gradebook account – if you teach at more than one campus, for example – you will have a link called “Switch Schools” displayed immediately above the “Lock” tool.

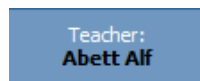


Click “Switch Schools” to select the alternate account



Managing the Gradebook:

2. To modify your **Teacher Preferences**, click your name on the left side of the page.



The teacher profile can be used to manage teacher information, control the way student data is displayed on the main gradebook page, or create custom fields for tracking student information. Use the "View" drop-down list to switch between user information and student information.

A screenshot of the "Teacher Preferences" form, specifically the "User Profile" tab. The form includes fields for Teachers Email (aabet@texasschoolteacher.com), Conference Period, Minimum passing grade (0), Semester Exam Weight (14.27), Maximum Retake Grade, Retake Behavior (Average of 2 highest), and Startup Page (Gradebook). There are also links for "Change Password" and "Create Custom Fields", and buttons for "OK", "Cancel", and "Apply".

You can enter your own "Email" and "Conference Period" if this information is not automatically loaded. The district may also set a "Minimum Passing Grade" or "Semester Exam Weight." If your email address is not entered here, you will not be able to create a **Lesson Plans** account. This email address also allows parents to contact you through **ParentConnection** if the parent module is used at your school.

The maximum retake grade limits the score a student can receive if a retake grade has been entered for that student. The retake behavior setting determines how the system will calculate retake grades.

A close-up of the "Retake Behavior" and "Startup Page" dropdown menus. The "Retake Behavior" dropdown is set to "Average of 2 highest". The "Startup Page" dropdown is open, showing options: "Highest", "Average", and "Average of 2 highest".

You can also choose whether you want to view the gradebook, attendance page, or "Grades by Student" page when you first log in.

A close-up of the "Startup Page" dropdown menu. The dropdown is open, showing options: "Gradebook", "Attendance", and "Grade by Student".

To change your password, click "Change Password" to enter and confirm your new password.

Teachers can also "Create Custom Fields" for student information.

A screenshot of the "Student Custom Fields" table. The table has columns for ID, Name, Type, Values, Edit, and Delete. It lists three existing fields: Textbook (TXT), Permission Slip (CHK), and Shoe Size (DDL). Below the table is an "Add Field" button with a dropdown menu set to "Textbox".

| ID | Name | Type | Values | Edit | Delete |
|----|-----------------|------|---|------|--------|
| 1 | Textbook | TXT | | Edit | Delete |
| 2 | Permission Slip | CHK | | Edit | Delete |
| 3 | Shoe Size | DDL | 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17 | Edit | Delete |

These fields can be used to store student information in the gradebook. To select custom fields to be displayed, click on a student's name on the main gradebook page. A student list will appear:

| Return | | Students | | | | | |
|---|--------------------|----------|-------------|------------|-------|------------|----------------|
| Period 7 ID: 1700 Section: 1 Period: 7 Group: 7 | | ID | Last | First | Grade | Birth Date | |
| <input type="checkbox"/> | textbook | 2000 | Abrahamsson | Alfreda | 01 | 2/6/1999 | [Edit] [Grade] |
| <input type="checkbox"/> | permission slip | 2001 | Asandwich | Bryshaun | 01 | 10/7/1998 | [Edit] [Grade] |
| <input type="checkbox"/> | picture money | 2002 | Banazir | Aragorn | 01 | 11/6/1999 | [Edit] [Grade] |
| <input type="checkbox"/> | registration cards | 2003 | Bernardssen | Benedikta | 01 | 10/9/1998 | [Edit] [Grade] |
| <input type="checkbox"/> | Shoe Size | 2004 | Cordova | Bardolph | 01 | 6/6/2000 | [Edit] [Grade] |
| <input type="checkbox"/> | field trip | 2005 | Dogberry | Quindarius | 01 | 3/26/1999 | [Edit] [Grade] |
| <input type="checkbox"/> | | 2006 | Draylen | Brezanae | 01 | 10/26/1999 | [Edit] [Grade] |
| <input type="checkbox"/> | | 2007 | Arviragus | Cordelia | 01 | 12/13/2001 | [Edit] [Grade] |
| <input type="checkbox"/> | | 2008 | Biondello | Baptista | 01 | 10/9/1998 | [Edit] [Grade] |
| <input type="checkbox"/> | | 2009 | Gentry | Shaquille | 01 | 3/6/1999 | [Edit] [Grade] |
| <input type="checkbox"/> | | 2010 | Gransaul | Boyet | 01 | 1/9/1999 | [Edit] [Grade] |
| <input type="checkbox"/> | | 2011 | Bluebeard | Boris | 01 | 4/30/1999 | [Edit] [Grade] |
| <input type="checkbox"/> | | 2012 | Handbasket | J'Varean | 01 | 7/19/1999 | [Edit] [Grade] |
| <input type="checkbox"/> | | 2013 | Jesse | Archie | 01 | 3/28/1999 | [Edit] [Grade] |

To display the custom fields, check the box next to the desired fields on the left side of the page, then click "Refresh."

| Period 7 ID: 1700 Section: 1 Period: 7 Group: 7 | | ID | Last | First | Grade | Birth Date | | textbook | permission slip | Shoe Size |
|---|--------------------|------|-------------|------------|-------|------------|----------------|----------|--------------------------|-----------|
| <input checked="" type="checkbox"/> | textbook | 2000 | Abrahamsson | Alfreda | 01 | 2/6/1999 | [Edit] [Grade] | 10025 | <input type="checkbox"/> | 6 |
| <input checked="" type="checkbox"/> | permission slip | 2001 | Asandwich | Bryshaun | 01 | 10/7/1998 | [Edit] [Grade] | 10023 | <input type="checkbox"/> | 8 |
| <input type="checkbox"/> | picture money | 2002 | Banazir | Aragorn | 01 | 11/6/1999 | [Edit] [Grade] | | <input type="checkbox"/> | 5 |
| <input type="checkbox"/> | registration cards | 2003 | Bernardssen | Benedikta | 01 | 10/9/1998 | [Edit] [Grade] | | <input type="checkbox"/> | 5 |
| <input checked="" type="checkbox"/> | Shoe Size | 2004 | Cordova | Bardolph | 01 | 6/6/2000 | [Edit] [Grade] | | <input type="checkbox"/> | 5 |
| <input type="checkbox"/> | field trip | 2005 | Dogberry | Quindarius | 01 | 3/26/1999 | [Edit] [Grade] | | <input type="checkbox"/> | 5 |
| <input type="checkbox"/> | | 2006 | Draylen | Brezanae | 01 | 10/26/1999 | [Edit] [Grade] | | <input type="checkbox"/> | 5 |
| <input type="checkbox"/> | | 2007 | Arviragus | Cordelia | 01 | 12/13/2001 | [Edit] [Grade] | | <input type="checkbox"/> | 5 |
| <input type="checkbox"/> | | 2008 | Biondello | Baptista | 01 | 10/9/1998 | [Edit] [Grade] | | <input type="checkbox"/> | 5 |

The page will be rearranged as necessary to allow the selected fields to appear. You can make appropriate entries into these fields, and click "Update" to save your changes. To remove a field from the display, un-check it on the left, then click "Refresh." Any entries you may have made to those fields will be saved even while the field is hidden.

3. To modify the information that is displayed for students, change the view on the "Teacher Preferences" page to "Display Student Fields."

The screenshot shows the 'Teacher Preferences' dialog box with the 'View' set to 'Display Student Fields'. Under 'Display Student Fields', the 'Mode' is set to 'Gradebook'. A list of fields with checkboxes is shown: Student Name (Full) [checked], Student Name (Short) [unchecked], Student ID [checked], Grade Level [unchecked], Student Characteristics [unchecked], Sub-School [unchecked], and Hide Inactive Students. [unchecked]. Below this is the 'Sort Order' section with a list box containing: Grade Level, Student Name, Student ID, Student Characteristics, and Sub-School. 'Move Up' and 'Move Down' buttons are to the right of the list box. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

Select the student information that will be displayed on the main gradebook page using the check boxes on the left. Indicate the order in which this information should appear by ordering the selections at the bottom using the "Move Up" and "Move Down" buttons.

This information can be customized for "Gradebook," "Attendance," and "Seating Chart" modes.

The screenshot shows the 'Mode' dropdown menu with three options: 'Gradebook' (selected), 'Attendance', and 'Seating Chart'. There are checkboxes to the left of each option, with the 'Attendance' checkbox checked.

The "Seating Chart" mode is customized using the options available in the layout drop-down list:

The screenshot shows the 'Seating Chart Layout' dropdown menu with the instruction 'Select the layout you would like to use in the seating chart.' The dropdown list contains four options: 'Last name, First initial; Student ID', 'First initial, Last name; Student ID' (highlighted), 'Last name, First initial; Student ID', and 'First name; Last name'.

The "Seating Chart" mode can also be customized using the "Advanced" features.

Seating Chart Layout
Enter the following codes to configure the data displayed in the seating chart.

| | |
|---------------------|--------------------|
| %fi = First Initial | %li = Last Initial |
| %fn = First Name | %ln = Last name |
| %sid = Student ID | |

%ln, %fi
%sid

Advanced

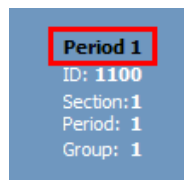
Preview:
Smith, J
123456

Refresh

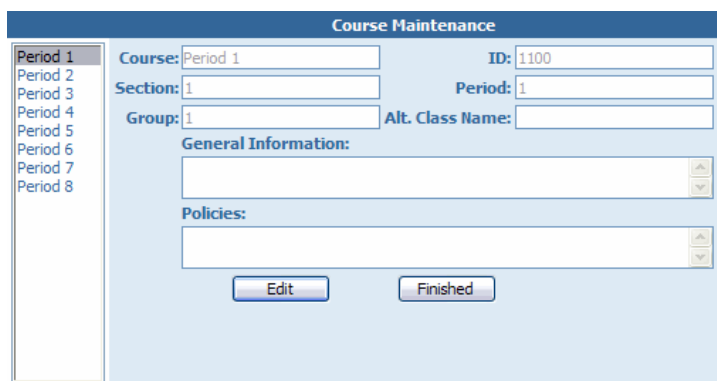
To save changes, click "Apply" or click "OK" to save changes and return to the main gradebook page.

Managing Courses:

4. To view or edit course information, click the current course title on the left side of the page.

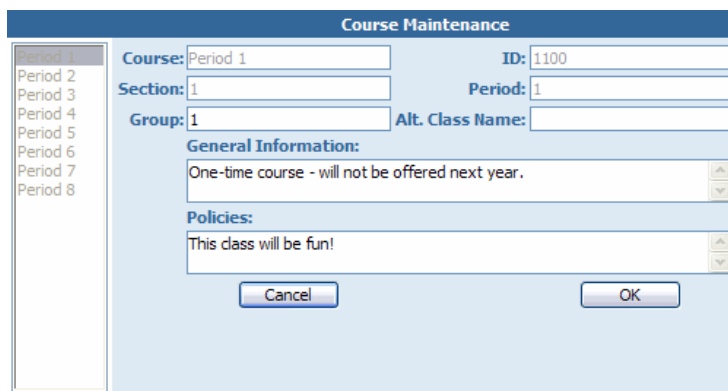


The "Course Maintenance" page will appear.

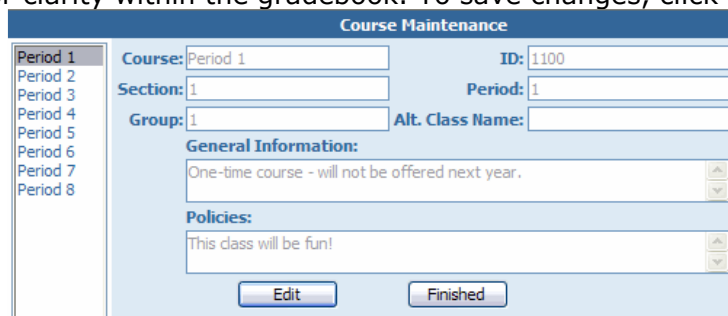


The "Course Maintenance" page allows you to group "like" classes together so simplify adding assignments, and also allows you to add descriptions and notes that will be specific to the current class.

To edit a course, select the course from the list on the left, then click "Edit."



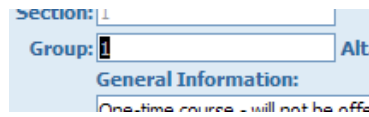
You can enter "General Information" and "Policies" for each course that you teach. You can also enter an "Alternate Class Name" for clarity within the gradebook. To save changes, click "OK."



Grouping Courses:

5. Many teachers have two or more classes that will be given the same assignments. This is especially true for secondary teachers, who often teach multiple sections of the same course. GradeSpeed.NET allows you to group these courses together so that when you add an assignment to one of them, it is automatically added to the other courses in the group – this saves you from having to do “double-work.”

To create course groups, go to the “Course Maintenance” page. When you select “Edit” for a course, you will notice that the “Group” field is also open for editing.



The image shows a portion of a web form. At the top, there is a label "Section:" followed by a text input field containing the number "1". Below this is a label "Group:" followed by a text input field containing the number "2". To the right of the "Group:" field is a small button labeled "Alt". Below the "Group:" field is a section header "General Information:" followed by a text input field containing the text "One-time course - will not be offe".

Any courses that should be grouped together should be assigned the same group number. For example, if you have two math classes that will be given the same assignments, you could set the group number to “2” for both classes. Then, if you add an assignment to one of these classes, the assignment would be automatically added to the other class as well.

Categories:

- Categories allow you to weight your grades consistently, and in compliance with district or school policies. Click "Categories" on the gradebook taskbar.

| Category | Spanish Name | Color | Weight # | # to Drop | Deletel |
|-------------------|--------------|-----------|----------|-----------|--------------------------|
| 1. Daily Work | | Green | 50 | 0 | <input type="checkbox"/> |
| 2. Quizzes | | Blue | 20 | 0 | <input type="checkbox"/> |
| 3. Six week Exams | | Tan | 20 | 0 | <input type="checkbox"/> |
| 4. Participation | | Turquoise | 10 | 0 | <input type="checkbox"/> |
| 5. | | None | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |

Total: 100

Hide Spanish Category Names: No
 Method of weighting grades: Percent
 Maximum grades to drop for each student: 3
 Students Advantage: Yes
 Make category properties identical for all classes in this group: Yes
 Total Points Logic: No

You may log in and find that you already have categories set up. If this is the case, your district or school staff has pre-set categories for all the teachers. They can do this one of two ways – they can load categories for you, but allow you to make changes to them, or they may choose to “lock down” the category settings so that you cannot change them (this second option is often used in schools with standardized category weights). Other advanced grading options can be found below the categories.

To create a new category, enter the category name in the open field in the “Category” column, and the Spanish name (if necessary) in the open field in the “Spanish Name” column.

| | |
|-------------|-------------|
| 5. Homework | Preparación |
|-------------|-------------|

You can then select a color for the category using the “Color” drop-down list. This will help you distinguish between assignments on the main gradebook page.

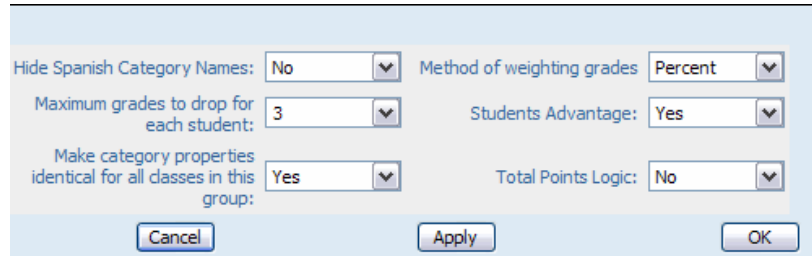
Next, assign a weight to the category, and indicate if any grades should be dropped from this category. As will be noted below, a maximum of three grades can be dropped from all categories combined.

| Category | Spanish Name | Color | Weight # | # to Drop |
|-------------------|---------------|-----------|----------|-----------|
| 1. Daily Work | | Green | 50 | 0 |
| 2. Quizzes | | Blue | 20 | 0 |
| 3. Six week Exams | | Tan | 20 | 0 |
| 4. Participation | Participacion | Turquoise | 10 | 0 |

If you are weighting categories as percentages, the total weight of all categories must equal 100%. Also note that you can delete categories – however, if you delete a category, all assignments belonging to that category will also be deleted. Be careful!

Other Grading Options:

7. You can decide how grades will be calculated within your gradebook using the options found below on the "Categories" page.



Hide Spanish Category Names: No Method of weighting grades: Percent

Maximum grades to drop for each student: 3 Students Advantage: Yes

Make category properties identical for all classes in this group: Yes Total Points Logic: No

Cancel Apply OK

- The "Hide Spanish Category Names" drop-down box is used to indicate whether the Spanish category names will be displayed on the "Categories" page.
- Set the maximum number of grades that can be dropped for each student. You also indicated how many grades could be dropped from each category – the number from all categories together cannot exceed the setting in this drop-down list.
- Any classes that are grouped together with the class group number can share course properties as well as assignments – use the "Make category properties identical..." drop-down box to adjust this setting.
- The "Percent" weighting method, which is also mentioned on the bottom of page 13, allows you to weight your categories so that the average of each category is worth a particular percentage of the student's grade. If the percent method is used, all category percentages must add up to 100%.
- The "Multiple" weighting method allows you to weight each category as a multiple. For example, my homework grades might be weighted at "1" but my test grades were weighted at "4" – this would mean my test grades were weighted four times more heavily than my homework grades.
- To drop the grades that result in the highest possible average for the student, use the "Student's Advantage" option. "Student's Advantage" may drop grades that are not the numerically lowest, but that, because of the weight of their category, have the greatest positive impact on the student's grade. For example, if a student's average is a "90", and the student received a "70" for an assignment in a category weighted at 10%, and a "71" in a category weighted at 60%, the "Student's Advantage" method would drop the "71" because the lightly-weighted "70" will not decrease the student's average as much as the heavily-weighted "71" would have.
- "Total Points Logic" allows you to record raw scores for assignments with "possible points" values other than 100. This setting should NOT be toggled off and on while grades are being recorded, as it can result in confusing and invalid grade entries.

Click "Apply" to save any changes that you may have made to the categories or grade settings, or "OK" to save changes and return to the main gradebook page. Click "Cancel" to discard your changes and return to the main gradebook page.

Managing Assignments:

- To create a new assignment, click "Assignments" on the gradebook taskbar. If this is the first assignment you have created, you will be taken directly to the assignment creation page. If you have other assignments already in this gradebook, you will be taken to an assignment list.

| Return | | Assignments | | | | |
|----------|-------|------------------------|------------|--------|---------|--|
| Assigned | Due | Assignment | Category | [Edit] | [Grade] | |
| Feb-1 | Feb-2 | hwk pg. 12 1-15 Tek 1A | Daily Work | [Edit] | [Grade] | |
| Feb-1 | Feb-2 | test | Daily Work | [Edit] | [Grade] | |
| Feb-1 | Feb-2 | quiz | Quizes | [Edit] | [Grade] | |
| Feb-1 | Feb-2 | project | Daily Work | [Edit] | [Grade] | |
| Feb-1 | Feb-2 | homework | Daily Work | [Edit] | [Grade] | |
| Feb-1 | Feb-2 | quiz | Daily Work | [Edit] | [Grade] | |

From the assignment list page, click "Add New" to create a new assignment. If you wish to edit an existing assignment, click "Edit" next to the appropriate assignment.

If you are creating a new assignment, the following page will appear:

Assignment Maintenance

Period 1
ID: 1100
Section: 1
Period: 1
Group: 1

Default Grade:

Assignment
 Rubric
 Rubric Task
No expectations selected.

Assignment:

Spanish Name:

Start: Due:

Points Possible:

Multiplier:

Type:

Category:

Reporting Category:

Description:

Hide Spanish Assignment Names

You must first use the radio buttons at the top to decide whether you will create an "Assignment" or begin setting up a "Rubric." Rubrics are discussed in depth in the "Advanced Teacher Training" session.

Enter the assignment name and the Spanish assignment name if desired. Like the "Categories" page, this page allows you to toggle whether the Spanish name is displayed, here using a check box at the bottom of the page.

Hide Spanish Assignment Names

To set the "assigned" and "due" dates for the assignment, click the ellipses next to the date fields and select the appropriate date. You can also enter the date using the keyboard if you wish.

6/1/2006 Due: 6/2/2006

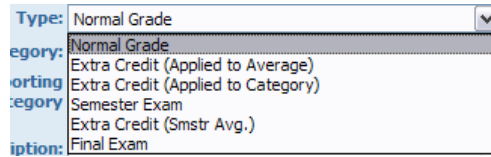
Jun 2006

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |

If the assignment will not be worth 100 points (the default value), change the "Points Possible" to reflect the number of points a student could potentially earn for the assignment. This is especially important if the "Total Points," or raw score, method is used (the "Total Points" option is discussed under "Categories").

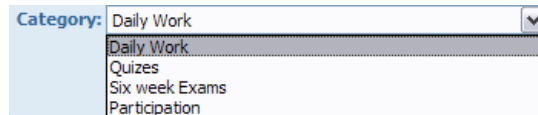
A text input field with a blue border and a light blue background. The text "Points Possible:" is in blue, and the number "80" is in black.

Set the assignment "Type" using the drop-down list.

A drop-down menu with a blue border and a light blue background. The text "Type:" is in blue, and "Normal Grade" is in black. The menu is open, showing a list of options: "Normal Grade", "Extra Credit (Applied to Average)", "Extra Credit (Applied to Category)", "Semester Exam", "Extra Credit (Smstr Avg.)", and "Final Exam".

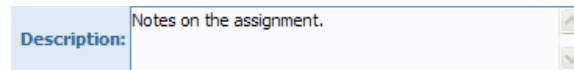
The "Semester Exam" and "Final Exam" options should only be used if these exam grades will be entered into the gradebook as assignments. The "Extra Credit" options can be used to create an assignment that will add points to a student's cycle average ("Applied to Average"), to the average of the specific category that the assignment is placed in ("Applied to Category"), or to the student's semester average ("Smstr. Avg").

To place an assignment in a specific category, select the appropriate category from the drop-down list.

A drop-down menu with a blue border and a light blue background. The text "Category:" is in blue, and "Daily Work" is in black. The menu is open, showing a list of options: "Daily Work", "Quizzes", "Six week Exams", and "Participation".

The "Reporting Category" helps you control how grades are displayed on a student's report card – this feature will be covered in depth in the "Advanced Teacher Training Guide."

If necessary, you can enter a "Description" for the assignment. If you need to include any notes or explanations, enter them in this text box.

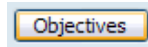
A text input field with a blue border and a light blue background. The text "Description:" is in blue, and "Notes on the assignment." is in black. There are small up and down arrow icons on the right side of the field.

On the far right side of the page, note that you can enter a default grade. This grade will automatically appear for each student when you return to the gradebook. This is especially helpful if you expect all or most students to earn the same grade; for example, on a reading assignment.

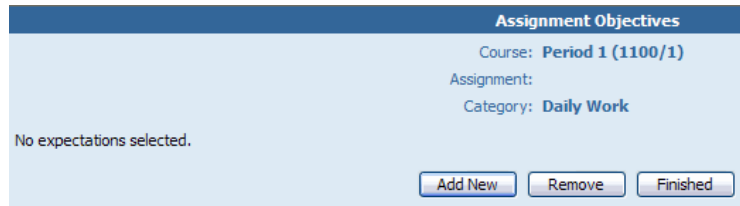
A text input field with a blue border and a light blue background. The text "Default Grade:" is in blue, and "99" is in black.

Adding Objectives to Assignments:

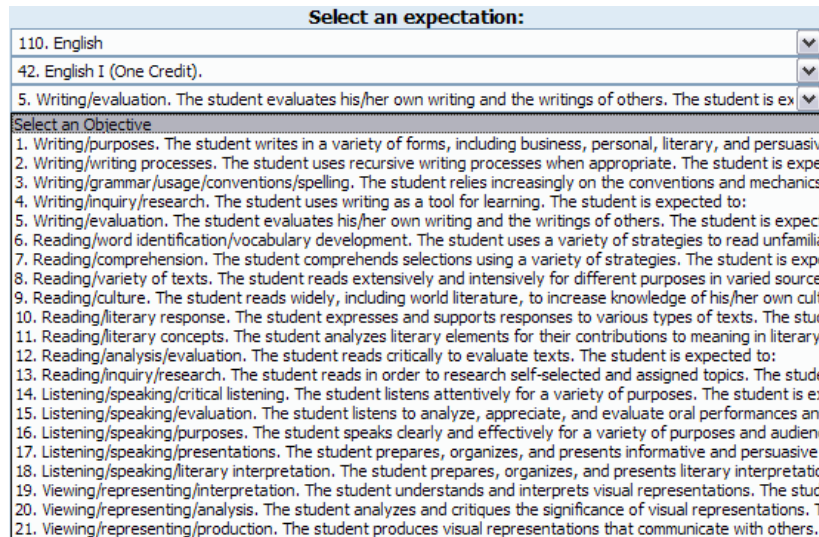
- GradeSpeed allows you to associate specific state standards with each assignment. To do this, click "Objectives" out to the right of the main assignment page.



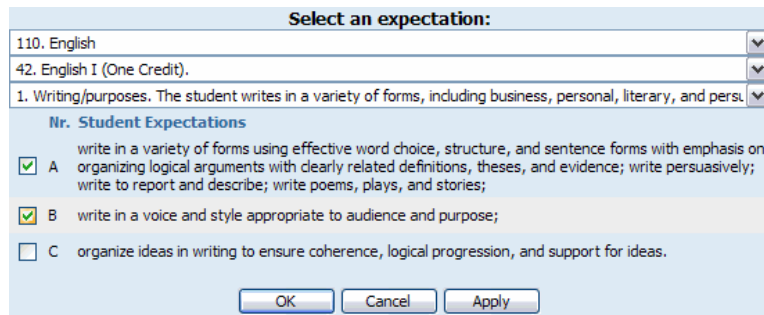
A new window will pop up – click "Add New" to associate new expectations with the current assignment.

A screenshot of a web application window titled "Assignment Objectives". The window has a blue header bar. Below the header, it displays "Course: Period 1 (1100/1)", "Assignment:", and "Category: Daily Work". The main content area is light blue and contains the text "No expectations selected." At the bottom of the window, there are three buttons: "Add New", "Remove", and "Finished".

Use the drop-down lists to select the appropriate subject area, course, and objective. Note: since each state handles standards differently, your standards database may be organized slightly differently than the one shown here.

A screenshot of a web application window titled "Select an expectation:". The window contains three drop-down menus. The first menu is set to "110. English", the second to "42. English I (One Credit)", and the third to "5. Writing/evaluation. The student evaluates his/her own writing and the writings of others. The student is ex". Below the menus is a list of 21 numbered objectives. The first objective is selected and highlighted in blue. The list includes various writing and reading objectives such as "Writing/purposes", "Writing/writing processes", "Writing/grammar/usage/conventions/spelling", "Writing/inquiry/research", "Writing/evaluation", "Reading/word identification/vocabulary development", "Reading/comprehension", "Reading/variety of texts", "Reading/culture", "Reading/literary response", "Reading/literary concepts", "Reading/analysis/evaluation", "Reading/inquiry/research", "Listening/speaking/critical listening", "Listening/speaking/evaluation", "Listening/speaking/purposes", "Listening/speaking/presentations", "Listening/speaking/literary interpretation", "Viewing/representing/interpretation", "Viewing/representing/analysis", and "Viewing/representing/production".

Once you have selected the objective, you can check off the desired expectations.

A screenshot of a web application window titled "Select an expectation:". The window contains three drop-down menus. The first menu is set to "110. English", the second to "42. English I (One Credit)", and the third to "1. Writing/purposes. The student writes in a variety of forms, including business, personal, literary, and persu". Below the menus is a section titled "Nr. Student Expectations" with three checkboxes. The first checkbox is checked and labeled "A", the second is checked and labeled "B", and the third is unchecked and labeled "C". The checkboxes are followed by descriptions of the expectations. At the bottom of the window, there are three buttons: "OK", "Cancel", and "Apply".

Click "Apply" if you want to save the selected expectations and add other expectations from another objective.

Click "OK" to save the expectations and view all the selected standards for this assignment.

110. English
42. English I (One Credit).

1. Writing/purposes. The student writes in a variety of forms, including business, personal, literary, and persuasive texts, for various audiences and purposes. The student is expected to:

- A. write in a variety of forms using effective word choice, structure, and sentence forms with emphasis on organizing logical arguments with clearly related definitions, theses, and evidence; write persuasively; write to report and describe; write poems, plays, and stories;
- B. write in a voice and style appropriate to audience and purpose;

4. Writing/inquiry/research. The student uses writing as a tool for learning. The student is expected to:

- B. use writing to discover, organize, and support what is known and what needs to be learned about a topic;
- D. represent information in a variety of ways such as graphics, conceptual maps, and learning logs;
- E. use writing as a study tool to clarify and remember information;
- F. compile written ideas and representations into reports, summaries, or other formats and draw conclusions;

9. Reading/culture. The student reads widely, including world literature, to increase knowledge of his/her own culture, the culture of others, and the common elements across cultures. The student is expected to:

- B. compare text events with his/her own and other readers' experiences.

Buttons: Add New, Remove, Finished

To add more expectations, click "Add New." To remove an expectation, check the box next to it and click "Remove." To return to the assignment page, click "Finished."

When you click "Finished," you'll see that the objectives that you just selected are shown on the assignment page.

Assignment: [text field] Standards - Hide Text [icons]
Spanish Name: [text field] + 110. English [icons]
6/1/2006 [calendar icon] Due: 6/2/2006 [calendar icon] Objectives

You can click the plus signs or use the arrow keys to expand the view to display all the available information.

Assignment Maintenance

Assignment: [text field] Standards - Hide Text [icons]
Spanish Name: [text field] + 110. English [icons]
6/1/2006 [calendar icon] Due: 6/2/2006 [calendar icon] Objectives

Points Possible: 100
Multiplier: 1
Type: Normal Grade
Category: Daily Work
Reporting Category: None
Description: Notes on the assignment. [text area]
Hide Spanish Assignment Names [checkbox]
Buttons: Finished, Add, Spell Check

Standards - Hide Text [icons]

- 110. English [icons]
 - 42. English I (One Credit). [icons]
 - 1. Writing/purposes. The student writes in a variety of forms, including business, personal, literary persuasive texts, for various audiences and purposes. The student is expected to:
 - A. write in a variety of forms using effective word choice, structure, and sentence form emphasis on organizing logical arguments with clearly related definitions, theses, and evinder persuasively; write to report and describe; write poems, plays, and stories;
 - B. write in a voice and style appropriate to audience and purpose;
 - 4. Writing/inquiry/research. The student uses writing as a tool for learning. The student is expecte
 - B. use writing to discover, organize, and support what is known and what needs to be l about a topic;
 - D. represent information in a variety of ways such as graphics, conceptual maps, and l logs;
 - E. use writing as a study tool to clarify and remember information;
 - F. compile written ideas and representations into reports, summaries, or other formats conclusions;
 - 9. Reading/culture. The student reads widely, including world literature, to increase knowledge of f own culture, the culture of others, and the common elements across cultures. The student is expecte
 - B. compare text events with his/her own and other readers' experiences.

Objectives

Once all your information has been entered for an assignment – objectives, types, categories, etc – you can click "Add" to save the assignment to your gradebook. The "Add" button will save the assignment, but leave you on the assignment page so you can create multiple assignments at once. When you are done adding assignments, click "Finished." Note: there is a spell-check option on this page!

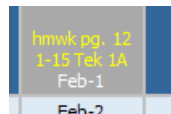
Editing an Assignment:

10. Editing an assignment is, for the most part, just like creating one. There are a couple of notable differences, however. There are two ways to access an assignment for editing.

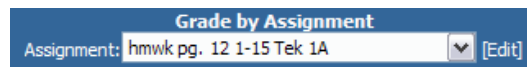
The first is to click "Assignments" on the gradebook taskbar. Click "Edit" next to the desired assignment on this "assignment list" page.

| Assigned | Due | Assignment | Category | | |
|----------|-------|------------------------|------------|--------|---------|
| Feb-1 | Feb-2 | hwk pg. 12 1-15 Tek 1A | Daily Work | [Edit] | [Grade] |
| Feb-1 | Feb-2 | test | Daily Work | [Edit] | [Grade] |
| Feb-1 | Feb-2 | quiz | Quizes | [Edit] | [Grade] |
| Feb-1 | Feb-2 | project | Daily Work | [Edit] | [Grade] |

The other option is to click on the desired assignment title in the gradebook.



You can then click "Edit" next to the assignment title on the "Grades by Assignment" page that will appear.



Using either of these methods, you will see the "Assignment Maintenance" page.

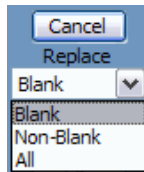
You can use the "Assignment Maintenance" page to make changes to any of the assignment information, just as you did when you created the assignment. On this page, however, you have the option to "Delete" the assignment using the button at the bottom of the page. If you delete this assignment, you will lose any grades that you have entered for it on the main gradebook page. Be careful!

You will recall that when creating an assignment, you had the option of assigning a "default grade" that would automatically be entered for all students. Once the assignment has been created, you can go back and enter an "Auto-fill" value that the system will enter into all blank grade cells for the current assignment.

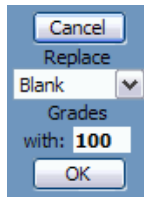
To enter an "Auto-fill" grade, click the link on the left side of the "Assignment Maintenance" page.

[Auto-Fill](#)

You will then see options to replace "Blank," "Non-Blank," or "All" grades. Choose using the drop-down list.



Then, enter the grade value that should replace the grades you have selected.



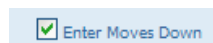
As an example, you might choose to replace all "Blank" grades with "100." In this situation, any students who currently have a "blank" grade for the current assignment will receive a 100.

Entering Grades for Assignments:

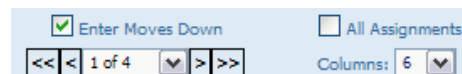
11. Once you have created some assignments, you are ready to begin entering grades for students. Navigating the main gradebook page is easy – use the arrow keys or the mouse to select a cell, and enter a grade using the keyboard.

| Student | Avg | hwk pg. 12 1-15 Tek 1A Feb-1 |
|------------------------|-----------------|------------------------------------|
| | Due: | Feb-2 |
| | Points Possible | 100 |
| Abrahamsson, Alfreda | I | 100 |
| Arviragus, Cordelia | 65.38 | 93 |
| Asandwich, Bryshaun | 68.19 | 100 |
| Banazir, Aragorn | 70 | 55 |
| Bernardssen, Benedikta | 71.90 | 100 |

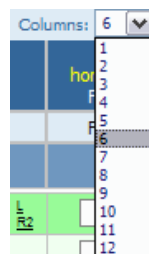
You can also use the check box labeled "Enter moves down" at the top of the page – this check box allows you to decide whether the "Enter" and "Tab" keys will move the cursor **across** to the next assignment in the row, or **down** to the next student in the column.



Once you have created lots of assignments, you may find it easier to divide them into "pages" rather than scroll far to the right to access the newest grades. To do this, uncheck the box labeled "All Assignments." You will notice that when this box is unchecked there is a new control that allows you to scroll from page to page.



You can also control the number of assignment columns that will be displayed on each page using the "Columns" drop-down list.



To enter a grade as "missing," enter "Msg" in the grade cell – this will be calculated as a "zero". To enter a grade as "excused," enter "Exc" in the grade cell – this will be calculated as a blank grade, and will not affect the average. To enter a grade as "incomplete," enter "Inc" in the grade cell – this will also be calculated as a blank grade, and will not affect the average.

Advanced Grade Modifications:

12. You can enter additional information for each grade that you assign to a student. To enter advanced grade info **by student**, click the student's average on the left side of the main gradebook page. The "Grades by Student" page will appear.

| Assignment | Category | Assigned | Due | Points Possible | Score | Original Grade (1st Try) | 1st Retake | 2nd Retake | Points Added | Override Grade | Late | Do not drop | Note |
|------------------------------|------------|----------|--------|-----------------|-------|--------------------------|------------|------------|--------------|----------------|-------------------------------------|--------------------------|----------------------|
| hmkw pg. 12 1-15 Tek 1A | Daily Work | Feb-1 | Feb-2 | 100 | 93 | 93 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | read test to student |
| test | Daily Work | Feb-1 | Feb-2 | 100 | 80 | 80 | | | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | original was 45 |
| quiz | Quizes | Feb-1 | Feb-2 | 12 | 83 | 83 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| project | Daily Work | Feb-1 | Feb-2 | 100 | Inc | Inc | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| homework | Daily Work | Feb-1 | Feb-2 | 100 | 89 | 89 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| quiz | Daily Work | Feb-1 | Feb-2 | 100 | 100 | 100 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Story Problems | Daily Work | Feb-7 | Feb-8 | 16 | 13 | 13 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| exam | Daily Work | Feb-14 | Feb-14 | 100 | 50 | 50 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Myth Paper | Daily Work | Mar-6 | Mar-25 | 0 | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| homework | Daily Work | Mar-22 | Mar-23 | 100 | Msg | Msg | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Story problems 1-analysis | Daily Work | Mar-23 | Mar-24 | 4 | 3 | 3 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Story problems 2- vocabulary | Daily Work | Mar-23 | Mar-24 | 4 | 3 | 3 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Story problems 3- createion | Daily Work | Mar-23 | Mar-24 | 4 | 3 | 3 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |

This page allows you to enter grade modifications, notes, and special indicators for each assignment for the student you selected. You can change students using the drop-down list at the top center of the page.

Note that the original grade will be preserved, even when you enter retake grades, add points, or override the student's grade. This allows you to track a student's progress through an individual assignment, and gives you a complete record of all grade assigned.

| Score | Original Grade (1st Try) | 1st Retake | 2nd Retake | Points Added | Override Grade |
|-------|--------------------------|------------|------------|--------------|----------------|
| 93 | 93 | | | | |

Be sure to "Update" as you make changes, and watch the "Score" column change as you add points or enter newer grades. Also, note the check boxes that allow you to mark an assignment late, or make it ineligible to be dropped, or just add a note explaining the situation with the assignment. Check the "Print Note" box to have this note printed next to the assignment grade on the student's progress reports.

| Late | Do not drop | Note | Print Note |
|--------------------------|--------------------------|------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |

Once you have entered the grade modifications for a student, click "Update" and then "Return" to the main gradebook page. You will see that your modifications have been applied, and that the grade will now have several codes surrounding it – each one explains the modification that was made.

| | | | |
|---|----|---|----|
| A | 70 | L | R2 |
|---|----|---|----|

The "A" tells you that points were added to the grade. The "N" tells you that a note is attached to the grade. The "X" means that this grade will not be dropped, even if it is the lowest score. The "L" indicates that the assignment was late, and the "R2" tells you that the score represents the second retake opportunity. Hover the mouse over any of these symbols to see the details related to the symbol.

| | | | | | |
|---|----|----------------|--|-----|---|
| $\frac{A}{NX}$ | 70 | $\frac{L}{R2}$ | | Msg | 3 |
| | 85 | | | | 3 |
| 2nd retake, original grade= 50, 1st retake=57 | | | | | |

The "Grades by Student" page also allows you to calculate a "What-If" average. This tool is useful for private parent-teacher or student-teacher conferences. To show how a changed grade would influence a student's average, just change the grade as desired. Then, BEFORE CLICKING "UPDATE," click the "Cycle Avg" button on the left side of the page.

Calculated Grades

Cycle Avg:

Sem. Avg:

The "Cycle Avg" shown here will then recalculate based on the tentative grade that you entered. To discard this grade, click "Cancel." To apply this change, click "Update."

Producing Progress Reports:

13. To produce a progress report for any student in one of your class, click "Progress Reports" on the gradebook taskbar. The "Progress Reports" page allows you to enter comments and specify options for progress reports that you can produce within your gradebook.

The screenshot shows the Progress Reports interface. At the top, there are buttons for 'Return', 'Options', 'Select Students', 'Print All', and 'Print'. Below these is a 'Class' dropdown menu set to 'Period 1', with 'Update' and 'Cancel' buttons. On the left, there is a sidebar with 'Period 1 ID: 1100', 'Section: 1', 'Period: 1', 'Group: 1', and a 'Clear!' button. The main table has columns: Student, Avg., Comments, and Citz. The 'Comments' column contains letter codes (A, c, E, etc.). To the right, there are two sections: 'Campus / District Comment Codes' with codes A-F and descriptions, and 'My Comment Codes' with codes a-c and descriptions. There are also radio buttons for 'English' and 'Spanish'.

| Student | Avg. | Comments | Citz |
|---|------|----------|------|
| <input type="checkbox"/> Abrahamsson, Alfreda | I | A c E | S |
| <input type="checkbox"/> Arviragus, Cordelia | 66 | c C | E |
| <input type="checkbox"/> Asandwich, Bryshaun | 68 | E | S |
| <input type="checkbox"/> Banazir, Aragorn | 70 | a b | N |
| <input type="checkbox"/> Bernardssen, Benedikta | 72 | A | S |
| <input type="checkbox"/> Biondello, Baptista | 71 | A | S |
| <input type="checkbox"/> Handbasket, J'Varean | 80 | | |
| <input type="checkbox"/> Jones, Aushanique | 77 | | |
| <input type="checkbox"/> Legolas, Gollum | 82 | | |
| <input type="checkbox"/> Leonardsen, Agnes | 75 | | |

You can enter district- or campus-defined comment codes – these are shown in the box labeled "Campus/District Comment Codes" at the top right and cannot be modified. You can also create your own comment codes for use in your class in the "My Comment Codes" box at the bottom.

At the bottom of the page, you will also see a "Conduct Codes" box. These conduct codes are also district- or campus-defined, and cannot be modified.

| Conduct Codes | |
|---------------|-------------------------------|
| Code | Description |
| E | Excellent |
| S | Satisfactory |
| N | Needs Improvement |
| U | Requesting Teacher Conference |

To enter comments or conduct grades for a student's progress report, enter the appropriate letter for each comment code – yours or the district's – into one of the "Comments" boxes. You can enter up to five for each student. Then, enter the appropriate conduct code into the "Citz" box.

| Student | Avg. | Comments | Citz |
|---|------|-----------|------|
| <input type="checkbox"/> Abrahamsson, Alfreda | I | A c E D a | S |

You can also save the comments/conduct entries that you have made – click "Update" and these grades will be saved for the next time you view this page, even if it is not time to create progress reports yet. To clear all your entries, click the "Clear!" button at the top left side of the page.

You can now print progress reports for any of the students in the current class. To change classes, use the "Class" drop-down list at the top of the page.

The screenshot shows a dropdown menu for 'Class' with 'Period 1' selected. The menu lists 'Period 1' through 'Period 8'. There is a 'Stud' label next to the dropdown.

Select the students for whom you will print progress reports by checking the boxes next to their names.

| Student | |
|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | Abrahamsson, Alfreda |
| <input checked="" type="checkbox"/> | Arviragus, Cordelia |
| <input type="checkbox"/> | Asandwich, Bryshaun |
| <input checked="" type="checkbox"/> | Banazir, Aragorn |
| <input checked="" type="checkbox"/> | Bernardssen, Benedikta |
| <input type="checkbox"/> | Biondello, Baptista |

You can also select students using the "Select Students" drop-down list. This tool allows you to select students based on their current grade status.

Select Students ▼

Select Students

All

Failing

Passing

None

Then, select your print mode. You can use the drop-down list to determine whether you will print all progress reports, email them to the student's guardian email address of record, or email all with an email address on file, and print the rest.

Print All ▼

Print All

Email

Print students w/o email

In addition to these features, you have access to a number of advanced options concerning the information that will be displayed on the progress reports that you print. Click "Options" and the following new window will appear.

http://gradebook5.gradespeed.net - Options - Microso...

Progress Report Options

| Grades | Elementary Print Options |
|---|--|
| <input checked="" type="radio"/> Assignment Detail | When a progress report is printed for a student also print... |
| <input type="radio"/> Category Summary | <input checked="" type="radio"/> All classes for each student selected |
| <input type="radio"/> Overall Average Only | <input type="radio"/> Failing classes for each student selected |
| | <input type="radio"/> Print only what I have selected |
| | <input type="checkbox"/> Never print 2 students on the same page. |
| Misc. | |
| <input checked="" type="checkbox"/> Print Signature Line | |
| <input checked="" type="checkbox"/> Show Math | |
| <input checked="" type="checkbox"/> Print Attendance Totals | |
| <input type="checkbox"/> Print Averages as Alpha | |
| Notes to be printed at the bottom of progress reports of All students. | |
| Tutorials are from 3:30-4:30pm | |
| <input type="button" value="All Students"/> | <input type="button" value="Passing Students"/> |
| <input type="button" value="Failing Students"/> | |
| <input checked="" type="radio"/> English <input type="radio"/> Spanish | |
| <input type="button" value="Cancel"/> | <input type="button" value="OK"/> |

Done Internet

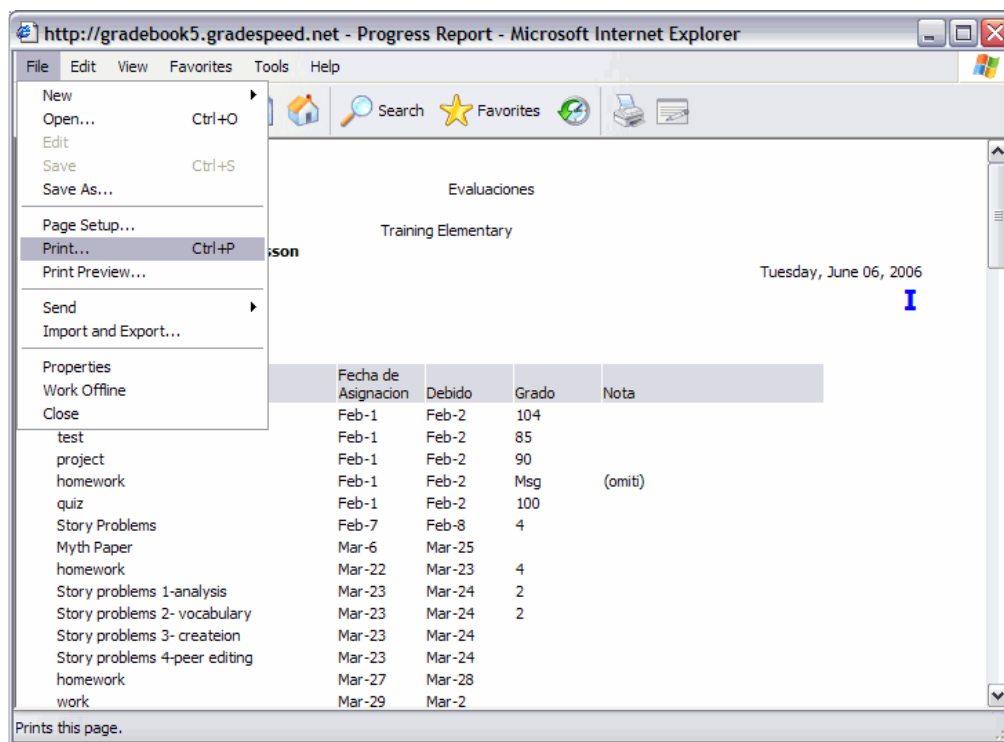
Use the radio buttons to indicate whether you'd like the progress report to contain individual assignment grades ("Assignment Detail"), category averages ("Category Summary"), or the "Overall Average Only."

Use the check boxes to decide if the progress reports should print with a signature line, allowing parents to sign and return the progress report. The "Show Math" check box causes the progress report to be printed with the actual grade calculations shown at the bottom. Check the "Print Attendance Totals" box to have each student's total attendance incidents listed at the bottom. The "Print Averages as Alpha" option converts any numeric averages to alpha values based on the district-defined grade conversion tables.

Elementary teachers have another set of options – since elementary teachers teach the same students for all (or most) classes, they can include multiple classes for each student's progress report. Select the appropriate radio button to either print all classes that you have for a student, or only those classes that you teach that a student is failing, or only the current class selected on the main "Progress Reports page."

You can also use the check box to specify that the progress reports should automatically page break so that each student is on his or her own page.

Once the reports are set up to your liking, go ahead and "Print" based on your print settings (print, email, or some of both). If any reports will be printed, they will appear in a new window. You can use the browser print commands for this new browser window to print the progress reports.



Once you are finished printing, close this browser window. You can then return to the main gradebook page by clicking "Return" at the top left side of the "Progress Reports" page.

Other Reports:

14. You can access additional reports by clicking "Reports" on the main gradebook taskbar. In addition to basic grade list reports, you can also print attendance or roster reports, reports that detail the comment codes assigned to each student to date, reports that contain each assignment marked "Msg," and reports that summarize each student's category averages.

The screenshot shows a web interface for generating reports. On the left, a sidebar contains a 'Return' button and metadata for 'Period 1', including ID (1100), Section (1), Period (1), Group (1), Teacher (Abett Alf), School (Training Elementary), Semester (2), and Cycle (4). The main area is titled 'Reports' and lists several report options: Grade List (selected), Category Averages, Conduct / Comments, Assignments, Missing Assignments, Class Roster, Grade List (Paper Saver), and Attendance Roster. On the right, there are configuration options: 'Sort Options' with a 'Name Order' dropdown; 'Print Student Name/ID' with radio buttons for 'Name Only' (selected), 'ID Only', and 'Name and ID'; 'Print All Classes' with radio buttons for 'Yes' and 'No' (selected); and 'Grade List Options' with checkboxes for 'Print assignment name in column headers', 'Print assignment names at the end of the report.' (selected), 'Print GradeLevel', and 'Order by Grade Level'. A 'Preview' button is located at the bottom center.

Each report has options similar to the one displayed here for the "Grade List" report. Additionally, note that there is a "paper saver" version of the "Grade List" report

Viewing Cumulative Grades:

15. To view students' averages all together, click "Cumulative Grades" on the main gradebook taskbar. Students' cycle averages, semester averages, exam grades, and overall averages can be viewed together on one page. When you look at this page, keep in mind that with some schools' systems, the grades shown here are not the averages calculated in your gradebook, but are the updated averages sent from the student management system (SMS). Just because a student's cycle average doesn't match your records doesn't mean there is a problem – you should be sure that the grade is valid, and possible update your assignment grades to reflect the updated grade shown on the cumulative grades page.

| Return | | Cumulative Grades | | | | | | | | | | | |
|--|--------------------|-------------------|----|----|----|----|----|----|-----|----|----|--------|--|
| Teacher: Abett Alf | Student | C1 | C2 | C3 | C4 | C5 | C6 | E1 | E2 | S1 | S2 | OA Avg | |
| ? Help | Abrahamsson, Alf | 90 | 88 | 99 | I | | | | 84 | 90 | 84 | 92 | |
| Period 1 ID: 1100 Section: 1 Period: 1 Group: 1 | Arviragus, Cordel | 89 | | | 66 | | | | 70 | 89 | 67 | 78 | |
| | Asandwich, Brysha | 93 | | | 68 | | | | 85 | 93 | 70 | 81 | |
| | Banazir, Aragorn | 60 | | | 70 | | | | 85 | 60 | 72 | 65 | |
| | Bernardssen, Bene | 90 | | | 72 | | | | 89 | 90 | 74 | 81 | |
| | Biondello, Baptis | 81 | | | 71 | | | | 89 | 81 | 74 | 76 | |
| | Handbasket, J' Var | 90 | | | 80 | | | | Exc | 90 | 80 | 85 | |
| Training Elementary Semester: 2 Cycle: 4 From: Jan-4 To: Feb-14 Update | Jones, Aushanique | 90 | | | 77 | | | | Exc | 90 | 77 | 84 | |
| | Legolas, Gollum | 90 | | | 82 | | | | | 90 | 82 | 86 | |
| | Leonardsen, Agnes | 90 | | | 75 | | | | | 90 | 75 | 83 | |
| | Maggot, Butterbur | 90 | | | 68 | | | | | 90 | 68 | 79 | |
| | Oliveresson, Adalh | 90 | | | 88 | | | | | 90 | 88 | 89 | |
| | Pippin, Peregrin | 90 | | | 83 | | | | | 90 | 83 | 87 | |
| Exam Weight: 14.27% | Wormtongue, Tinui | 90 | | | 75 | | | | | 90 | 75 | 83 | |
| <input type="checkbox"/> Hide Names | Bluebeard, Boris | 78 | | | 77 | | | | | 78 | 77 | 78 | |

Again, options may vary depending on your school's SMS – here, the previous cycle averages are open for editing. This is not available with all SMSs. Note that you can also use this page for conferences by checking the box labeled "Hide Names." This allows you to show a student how the rest of the class is doing without compromising anyone's privacy.

Taking Attendance:

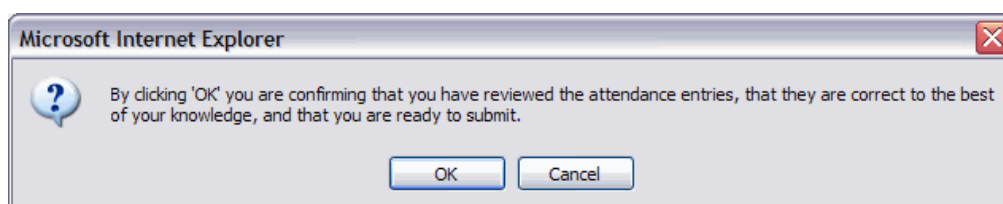
16. GradeSpeed.NET's attendance module allows you to record basic attendance events for each student in your class. The attendance clerks or administrators at your school can then modify your entries to be more specific – for example, you might enter a student as "Absent," but the attendance clerk can change that to "Medical Absence." To take attendance, click "Attendance" on the main gradebook taskbar.

| Student | Code | Present | A | T | U |
|------------------------|------|----------------------------------|-----------------------|-----------------------|-----------------------|
| Abrahamsson, Alfreda | | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Arviragus, Cordelia | | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Asandwich, Bryshaun | | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Banazir, Aragorn | | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Bernardssen, Benedikta | | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Biondello, Baptista | | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Bluebeard, Boris | | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Cordova, Bardolph | | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Dogberry, Quindarius | | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Draylen, Brezanae | | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Gentry, Shaquille | | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Gransaul, Boyet | | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Handbasket, J'vearean | | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Jones, Aushanique | | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Legolas, Gollum | | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

By default, all students are marked "Present." You still have to click "Submit," however, even if all your students are in class on time. If all your students are present, check the box labeled "All Present" before submitting. If some students should receive other attendance entries for the day, use the radio buttons next to each student's name to indicate their attendance status.

| Student | Code | Present | A | T | U |
|------------------------|------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Abrahamsson, Alfreda | | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Arviragus, Cordelia | | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Asandwich, Bryshaun | | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Banazir, Aragorn | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Bernardssen, Benedikta | | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Biondello, Baptista | | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Bluebeard, Boris | | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Cordova, Bardolph | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |

Once all your entries are correct, click "Submit." Depending on your school's policy, you may not be able to modify your entries once they have been submitted. You will also be asked to confirm that your entries are correct before they are submitted.



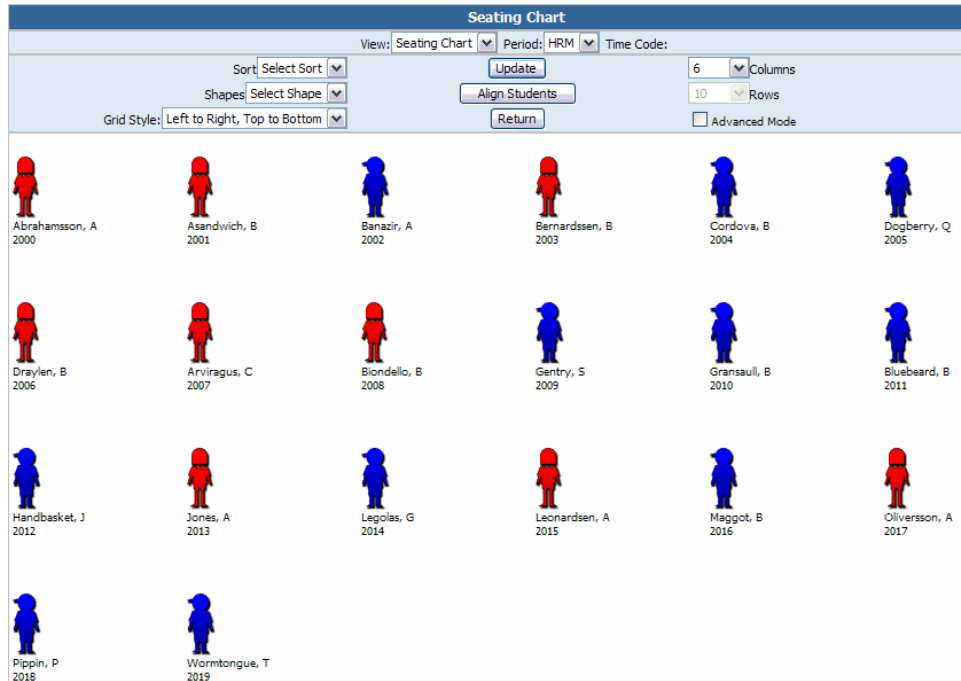
You can also go back to look and see what modifications the attendance clerk has made to your original attendance submissions.

| Student | Code | Present | A | T | U |
|------------------------|-----------|----------------------------------|-----------------------|----------------------------------|-----------------------|
| Abrahamsson, Alfreda | Present | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Arviragus, Cordelia | A/X | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Asandwich, Bryshaun | T/Present | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Banazir, Aragorn | U/M | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Bernardssen, Benedikta | T | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Biondello, Baptista | A/X | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Bluebeard, Boris | T | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Cordova, Bardolph | U/M | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

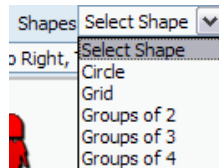
Note that the radio buttons are grayed out because you have already submitted. Your original code will appear under the "Code" column – the attendance clerk's code is shown next, and a "/" separates them.

Seating Chart:

17. Another useful classroom tool is GradeSpeed.NET's Seating Chart. You can use this to visually organize your classroom, and even take attendance from this dynamic diagram. Click "Seating Chart" on the main gradebook taskbar.



Your school may have loaded student class pictures onto this page – if this is the case, you will see your students rather than the generic boy/girl icons shown here. You can organize the page by dragging the students around (like desktop icons), or by using one of the predefined layouts in the "Shapes" drop-down list.



Click "Update" to save the layout that you have designed. You can also use the "View" drop-down list to change from basic seating chart mode to "Attendance" mode. This allows you to take attendance for each student from the seating chart. This tool is also very useful for substitute teachers, especially if the class pictures are loaded.

Verifying Your Gradebook:

18. At the end of each grading period, and possibly before each 3-week campus-wide progress report is printed, you will need to verify your grades so that they can be exported to the SMS. To do this, click "Verify" on the main gradebook taskbar.

Return
Verify Grades
Mode: Report Cards

Class: Period 1
Update
Cancel

| Student | Computed Cycle Avg. | Override Cycle Avg. | Comments | Citz | |
|------------------------|---------------------|---------------------|----------|------|--|
| Abrahamsson, Alfreda | I | I | A c E | S | |
| Arviragus, Cordelia | 66 | | c C | E | |
| Asandwich, Bryshaun | 68 | | E | S | |
| Banazir, Aragorn | 70 | 70 | a b | N | |
| Bernardssen, Benedikta | 72 | | A | S | |
| Biondello, Baptista | 71 | | A | S | |
| Handbasket, J`Varean | 80 | | | | |
| Jones, Aushanique | 77 | | | | |

Campus / District Comment Codes

| Code | Description |
|------|-------------------------------------|
| A | Grade Average Is Passing |
| B | Grade Average is Borderline (70-74) |
| C | Grade Average is Failing (60-69) |
| D | Grade Average is Failing (below 60) |
| E | Good Work/Study Habits |
| F | Conference Call suggested |

English Spanish

Conduct Codes

| Code | Description |
|------|-------------------------------|
| E | Excellent |
| S | Satisfactory |
| N | Needs Improvement |
| U | Requesting Teacher Conference |

The "Verify" page gives you one final opportunity to see each student's average and override it if necessary. You can also see which comment codes will be exported to appear on progress reports or report cards. Keep in mind the purpose of this page; to allow you to make sure that the information here is appropriate to be exported and appear on report cards.

Once the info is correct, you can click one of the links on the left side of the page. "Mark **THIS** Class as Verified" will lock the grades for that class. "Mark **ALL** Classes as Verified" will lock the grades for every class in your gradebook. Once they are locked, the administrators can export all grade information to the SMS.

Student Profile:

19. You have the ability to edit some information for each student in your class. To do so, click any student's name on the main gradebook page. The "Student List" will appear.

| Return | | Students | | | | | |
|---|------|-------------|------------|-------|------------|--------|---------|
| Period 1 ID: 1100 Section: 1 Period: 1 Group: 1 | ID | Last | First | Grade | Birth Date | [Edit] | [Grade] |
| | 2000 | Abrahamsson | Alfreda | 01 | 2/6/1999 | [Edit] | [Grade] |
| | 2001 | Asandwich | Bryshaun | 01 | 10/7/1998 | [Edit] | [Grade] |
| | 2002 | Banazir | Aragorn | 01 | 11/6/1999 | [Edit] | [Grade] |
| | 2003 | Bernardssen | Benedikta | 01 | 10/9/1998 | [Edit] | [Grade] |
| | 2004 | Cordova | Bardolph | 01 | 6/6/2000 | [Edit] | [Grade] |
| | 2005 | Dogberry | Quindarius | 01 | 3/26/1999 | [Edit] | [Grade] |
| | 2006 | Draylen | Brezanae | 01 | 10/26/1999 | [Edit] | [Grade] |
| | 2007 | Arviragus | Cordelia | 01 | 12/13/2001 | [Edit] | [Grade] |
| | 2008 | Biondello | Baptista | 01 | 10/9/1998 | [Edit] | [Grade] |
| | 2009 | Gentry | Shaquille | 01 | 3/6/1999 | [Edit] | [Grade] |
| | 2010 | Gransaul | Boyet | 01 | 1/9/1999 | [Edit] | [Grade] |
| | 2011 | Bluebeard | Boris | 01 | 4/30/1999 | [Edit] | [Grade] |
| | 2012 | Handbasket | J`Varean | 01 | 7/19/1999 | [Edit] | [Grade] |
| | 2013 | Jones | Aushanique | 01 | 3/28/1999 | [Edit] | [Grade] |
| | 2014 | Legolas | Gollum | 01 | 7/15/2000 | [Edit] | [Grade] |
| | 2015 | Leonardsen | Agnes | 01 | 6/9/1999 | [Edit] | [Grade] |
| | 2016 | Maggot | Butterbur | 01 | 2/6/1999 | [Edit] | [Grade] |
| | 2017 | Oliversson | Adalheid | 01 | 5/6/1999 | [Edit] | [Grade] |
| | 2018 | Pippin | Peregrin | 01 | 9/25/1999 | [Edit] | [Grade] |
| | 2019 | Wormtongue | Tinuiel | 01 | 4/29/1999 | [Edit] | [Grade] |

To display a custom field, check the box next to that custom field and then click the "Refresh" button (to read more about creating and using custom fields, see the "Advanced Teacher Training" document). You can then enter information for each student into these custom fields, and save it for viewing later. To view the "Grades by Student" page, click "Grade" in the appropriate row. To edit a student's information, click "Edit" in the appropriate row.

Period 1
ID: 1100
Section: 1
Period: 1
Group: 1

Student Profile

Characteristics

- E. ESL
- S. Special ED
- 5. 504
- a. asthma
- d. diabetes

Last:

First:

Parent Last:

Parent First:

Address:

City:

State:

Zip:

Phone:

Email:

ID:

Gender: Male Female

Grade:

Sort Key:

Print Progress Report in Spanish

Birthdate:

On this page, you can view and modify certain pieces of student information. Much of this information comes straight from the SMS, and thus cannot be modified. However, you can select student "Characteristics" using your mouse (hold down the "Ctrl" or "Shift" keys to select multiple characteristics), or enter a sort key to cause specific student names to appear at the top or bottom of the list on the main gradebook page. To save changes but remain on this page, click "Apply." To save changes and return to the gradebook, click "OK." To discard changes and return to the gradebook, click "Cancel."