Northeastern
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Schooltool Teacher Manual

Capital Region BOCES, NERIC
Student Services
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Albany, NY   12205

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# TABLE OF CONTENTS

MODULES

Schooltool buttons appearing across the top of your screen are called Modules. All users have a **HOME, HELP, and LOGOUT** button. Most teacher work in schooltool is performed in **HOME**.

Online Help

Schooltool provides a *Help* button for almost every screen. To view an article, click on the *Help* icon. The **Contents** tab contain hyperlinks to related articles, and articles may be located by **Index** or **Search** as well.

A tool bar in the upper right corner of each Help article provides navigation buttons, an email button (to send articles), and a print button.
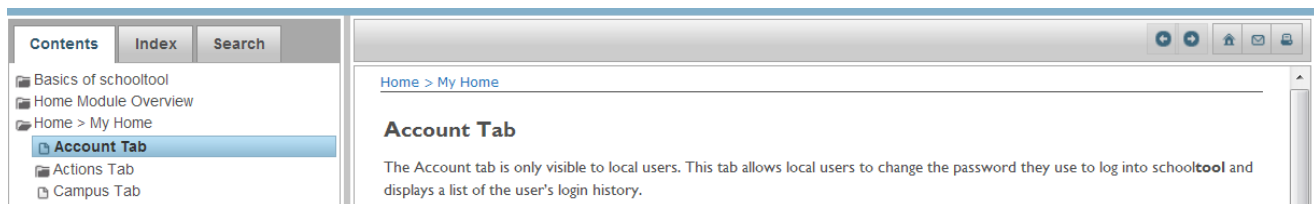
Teacher's My Home - Overview

Teacher's Tabs:
Upon login, you may see any of the following tabs, based on permissions.

Click on *Help* for a detailed description of each Tab.

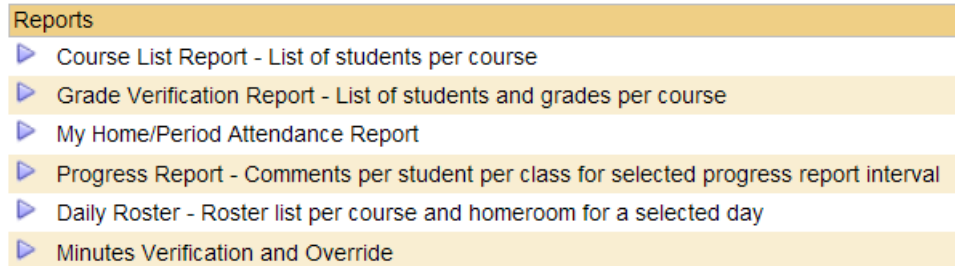**Classes** - (the default) lists teacher's homeroom (if used or assigned) and current classes.

Student - will appear only for teachers who are Parents of an enrolled student and whom have the Parent Portal Access flag. When a Teacher/Parent user access **Student Tab,** he/she will see a list of their enrolled children and related information.

Teacher's My Home Overview (continued)

Search – A very high level permission to search ALL students in the district, not just the teacher's students in class. Typically, this permission is not provided to all regular faculty.

Campus - lists any pertinent school information, cycle days, and announcements.

Reports – tab is for faculty only. All or some available based on permissions

Reports
▷ Course List Report - List of students per course
▷ Grade Verification Report - List of students and grades per course
▷ My Home/Period Attendance Report
▷ Progress Report - Comments per student per class for selected progress report interval
▷ Daily Roster - Roster list per course and homeroom for a selected day
▷ Minutes Verification and Override

Important: Note the location of **Minutes Verification and Override** (included in supplement). Note, also the **Grade Verification Report** is located here, see p36.

Actions - allows faculty to communicate with students and parents in two ways; a) email messages can be generated that are sent to the contacts of each student, b) mailings can be generated with student - specific information (merge fields).

Missing Students - is a display only listing for teachers, showing a list of all students marked present for the day, then absent for a class(es). This list is available for current year only. It can be printed (see printer icon).

Account - allows local users to change the password they use to login to schooltool and displays a list of the user's login history.

Messages - displays any available messages. These may contain text, links, images, or attachments. If the message has an attachment, an icon and the attachment filename will be displayed at the bottom of the message. To download an attachment, simply click on the icon beside the filename.

Sub-Modules

In addition to Tabs, the following **sub-modules** may appear:

My Home - (the default) will welcome you by name and display the current cycle day and date, as well as allow you to see your classes.

My Reports - Contents from this area is based on teacher's role and permissions. Here users may select two options; a) **Favorites** (the user's favorite reports) and b) **All Reports**. Both of these areas work identically, and allow a user to separate their preferred reports from the ones they use less often.

Sub-Modules (continued)

Preferences - used to set preferences that impact the behavior of schooltool for the user, only. These may be changed at any time as desired. Here users can set **Default Building** (for those with access to more than one), **Default School Year, Drop Downs for Navigation Bar,** and **Hide Side Navigation Bar**.

This sub-module also allows users to maintain their personal **Saved Results Sets** (a group of students who do not share enough in common to be easily searchable).

Classes Tab

Class List Icons

A list of your currently active courses will appear on the screen, on the **Classes** tab. If the Master Schedule is unlocked, you will only be able to see your Homeroom in the current year's list, if you have one. You may also select another year by selecting the "All Years" and choosing a year from the drop-down list.

The list of classes will also include several icons, which allow you to perform a variety of tasks. These icons act as shortcuts to the Teacher Tabs, which exist for each class. Clicking on any of the icons will bring you directly to the corresponding tab for that class.

Icon Key:

Select ▷ button   Use to generate the student Attendance screen

Roster � icon   Generates class list. Used to display additional information about the students enrolled in that class. The Roster list may also display certain student alerts.

Click 🖨 to generate this handy blank Roster from here (as shown)

Class Roster Report
Demo4 High School
05/26/2012

Course: Algebra   Teacher(s): Willy/Smith
Period: 1   SectionNumber: 1

Student Name
Baily, Carolanne
Baily, Taylor
Fairrow, Jezmen

Icons (continued)

Grade Book 🔖 icon - Jump directly to the Grade Book for that particular class. The icon will not appear for classes, such as Homeroom or ungraded classes that do not use a Grade Book.

Seating Chart 🗂 icon - View or edit the seating chart for any of the classes listed.

Alert Flag 🚩 icon – Shows any existing Attendance alerts. If the Flag appears, it means attendance was not taken for this course for a given number of days (as defined by your district). Click ▷ next to the date to submit attendance for the missed attendance. (Contact your Building Attendance person if you are unable to take attendance here.)

Student Record

The Student Record contains all information about a student. There are 2 main parts to the Student Record: the Personal Information section and the Student Information section. When using certain modules, additional sections may appear at the bottom of the record with module-specific information.

From a roster 👥 , select and open a student record by clicking ▷ next to his/her name.

	First Name	MI	Last Name	Address	Phone	ID	Age	Grade	Homeroom
▷	Amy		Howard	23 Marvin Reaves Road	H: 121-2216	18495	16	11	

Icons and Features in (upper) Student Record

- **Note:** The specific information available here is based on user permissions and Maintenance settings; not all users will see all fields/data.

Note: Use the Show/Hide buttons 🔼 🔽 to collapse sections of the student's record that you do not wish to see. This will result in less scrolling needed to view the student's record.

Student Record (continued)

Exercise 1: Following our discussion, place the letter of the schooltool icon/feature in the space next to the phrase which best describes that item. LOVE IT!

1._____ Student ID #

2._____ Truncates (collapses) the upper Student Record, for easier access to lower sections.

3._____ Student Locator information; "Where is the student currently located?"

4._____ Student receives AIS. Mouse over this icon to view details/information.

5._____ Medical Alert. Mouse over this icon to view details/information (depending on District).

6._____ Use to move between modules while in the same Student Record.

7._____ Toggle this icon to view mailing/street address.

8._____ IEP Viewer. With permissions, user may view the IEP by clicking on this icon.

Student Information
- Tabs in the <u>middle</u> Student Record are for working with the generic parts of the record.
- Click and use 🔴 to become familiar with the **Contacts** icons (below).

Student Information

Exercise 2**:** Following our discussion, use this area to identify the **Student Record Tabs**. Match the Tab name on the left, to the most appropriate explanation on the right. Write your number answer in the center column.

Module/Student Tabs	Number	Description
Contacts		1. Area may contain parent meeting minutes, club participation references, orders of protection and other documents. View is protected by permissions and settings.
Attendance		2. You may reference all of a student's tardy to school, early dismissal, and other attendance records here.
Schedule		3. Use this area if you need information to call a parent, guardian, or other adult related to this student.
Letters		4. If you need to find out which classes or activities the student will be attending throughout the day, or if you need to contact his/her teacher - reference this area.
Notes		5. Attendance threshold or "stage" letters are located in this area. These are often referred to as 10 day and 20 day, etc. They are notices of excessive absence letters which are sent to parents. Buildings may decide to deploy this feature which requires some significant setup.

Taking Daily Attendance

Daily student attendance could be taken in homeroom, a general education class, or via a period which has been designated to drive daily attendance, such as period one.

Please Note: If a student is marked absent, they will automatically display as absent in ALL their scheduled classes for that day. a class throughout the day.

1. From **My Home > Classes** select **Homeroom** or choose the period which drives daily attendance.

Daily Attendance (continued)

2. The Attendance tab will automatically open to your class list displaying a list of students with radio buttons or check boxes next to student's pictures/names.

A message indicating if attendance has already been submitted displays above the date field. The date field allows you to submit attendance for today, and <u>view</u> attendance from previous days. **Homeroom attendance *cannot* be submitted for any other date.**

3. Take attendance for each student by clicking the appropriate radio button:
   - P for present (the default), or
   - A for absent, or
   - T for tardy, or
   - K for known absence (this is a district preference, not shown)

Note: If you are only allowed to mark a student Absent, radio buttons do not appear; instead you will use a check box to mark students absent.

4. When finished, click 🖫 in the upper right corner to update/Save the attendance record. When attendance has been successfully saved, a confirmation message will display "**Attendance has been submitted**."

Note: District policy dictates whether homeroom attendance can be updated/resubmitted after it has been saved.

If your district allows re-submission, the 🖫 remains on the screen for the rest of the day; if not allowed, the 🖫 will disappear after the record is first saved.

Homeroom attendance *cannot* be submitted or resubmitted for any date other than the current date.

Taking Period Attendance

New York State requires secondary teachers to take period attendance for each period of the day.

1. **My Home** > click ▷ to select class period you wish to take attendance for (shown)

The Attendance tab will automatically open, displaying a list of students with radio buttons or check boxes next to their names.

Pictured: "select the class"

					Class	Period	Section	Days	Room	Semester
▷	🏴	👥	📙	📋	Writing Center	2	1	A,B	111	S1/ S2
▷	🏴	👥	📙	📋	English 10	3	2	A,B	142	S1/ S2
▷	🏴	👥	📙	📋	English 9	4	4	A,B	142	S1/ S2

2. Take attendance for each student: click once on the appropriate radio button to the right of each student to show he/she is:

- P for present (the default), or
- A for absent, or
- T for tardy, or
- K for known absence (this is a district preference, not shown)

Pictured: An attendance roster with check boxes for absentees only. District preference.

			Last Name	First Name	Grade	YTDA	QTDA
Homeroom					Roster **Attendance** Alerts Seating Chart
Attendance has not been submitted.							
Date 3/2/2012 🔲 ▷ Show Pictures ⊙Yes ○No							
(P)resent - 23							
(A)bsent - 0							
Absent			Last Name	First Name	Grade	YTDA	QTDA
☐	No Photo		Anders	Meghan	4	2	1
☐	No Photo		Barney	Sean	4	15	10
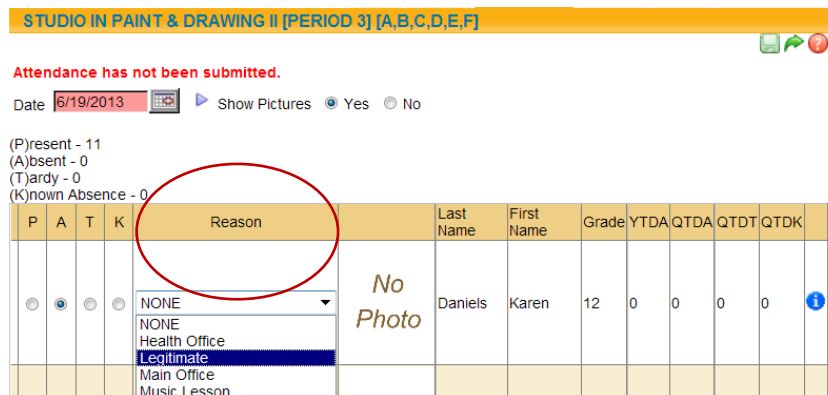
Taking Period Attendance (continued)

3. When finished, click 💾 to update the attendance record. The message **"Attendance has been submitted"** indicates a successful save.

Note: District policy will dictate whether **period attendance** can be updated/re-submitted after it has been initially saved. If allowed, Save 💾 remains on the screen; if not, the icon will disappear after the record is first saved.

Resolving Period Absences and Tardies

If your school permits teachers to **Resolve** (provide a reason for) period absences and/or period tardiness, an additional "Reason" column will appear on the attendance screen.

When a student is marked Absent or Tardy (shown above), a drop-down will appear in the **Reason** column, allowing the teacher to select from a pre-defined list of reasons. Once attendance is submitted 💾 , the period absence or tardy will be resolved with the reason.

Note: The **Reason** drop-down will not appear when a student is marked Absent if the period drives daily attendance or when a student is expected to be absent due to a daily absence, student visit, ISS/OSS, etc.

Taking Attendance for Multiple Sections

Teachers can also take period attendance for multiple course sections that meet simultaneously. This is done from **Home > My Home > Classes Tab**.

This feature *applies only to period-based courses*, so this option <u>may not be visible for all users</u> and cannot be used for supplemental courses/homerooms.

1. Choose the appropriate time form the drop-downs and click ▷ *Take Attendance.*

2. The teacher will be re-directed to an attendance screen that displays all students who are scheduled for classes that meet at the selected time on that day. The tab at the top of the 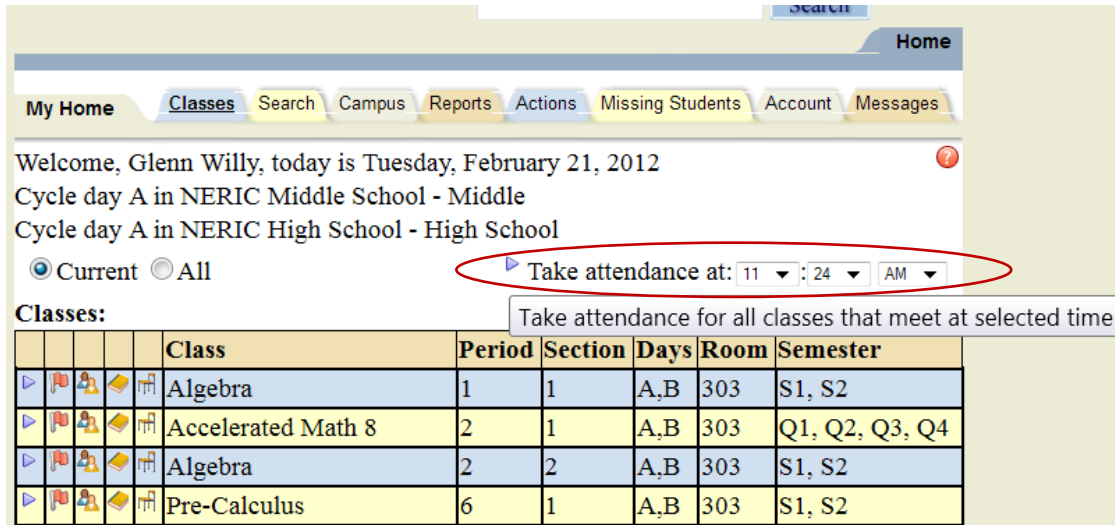screen will indicate the time that was selected. This screen does not <u>allow users to enter attendance for any day other than the current date</u>.

3. Use the radio button to enter the attendance for each student and click 💾 to submit

Resolving Attendance Alerts

The Alerts Tab will show if you have NOT submitted Attendance for a previous day. You may also see 🚩 in your **My Home Class List**, if your district uses this feature. This is the same as the **Alerts Tab**.

My Home > Classes > Alerts Tab

Clicking on ▷ for an individual alert will take the user directly to the attendance screen for the specified day, where the teacher may then submit attendance as appropriate. <u>If you cannot resolve the Alert, please contact your Attendance Officer</u>.

Minutes Column in Teacher's Period Attendance Screen

In addition to providing (P, A, T, K) attendance marks, or a **Reason** for Absent or Tardy, your District may also provide the ability to submit period attendance minutes.

If so, your Attendance screen will contain a **Minutes** column that will reflect the number of minutes each student is in attendance for the period on a given day.

Default Values
The Minutes value will default to the full course minutes as defined in the Course Catalog. When a student is marked Absent, the Minutes value will default to zero (0). Users may enter any numeric value between 0 and 999 (values must be non-negative whole numbers).

To submit **Period Attendance Minutes**:

1) select the appropriate attendance option (P, A, T, or K, if applicable)

2) enter the appropriate numeric value in the Minutes field to specify the number of minutes the student attended the course that day/period.

3) use the Save icon 💾 to submit attendance

Example: *Taking attendance and providing Minutes*

For the Global History 10R class shown, the full course minutes, as defined above, 42 (per class).

Row 1 - Since Frank Davis is marked Absent, his Minutes for the period (pink field) = 0.

Line 2 - George Gonzalez was marked T (Tardy) and 10 minutes late are subtracted from the total possible 42 minutes = 32.

Line 3 – Maria Harris is present and his Minutes reflects the full 42 minutes possible (default)

Discipline Referrals

To Enter a Discipline Referral

1. **Search** and locate the Student (as above) or navigate to the **My Home** > **Roster**

2. Select ▷ the student for whom you want to enter a referral

▷	🧩	18940	Martinez	Patrick	10

3. Scroll to the bottom of the student record or truncate the record using the show/hide arrows, and select the **Discipline Tab**. Click **Create New** ➕ to create a referral.

Martinez, Patrick   18940

Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	User Defined

STUDENT   ➕❗

2012-2013 ▾

	Grade	Date Seen	Incident Date	Offense	Disposition
▷	10	10/23/2012	10/22/2012	Insubordination	Lunch Detention
▷	10	9/18/2012	9/17/2012	Uncooperative	Warning

4. Complete all appropriate fields in the Referral form. The pink and **Location** fields are required. Enter all information known about the incident.

5. Click 💾 to Save. The referral will refresh in the ""View Only" view.

(Please refer to the *Help* area for details on all fields ❓)

After Referral is Created:
Depending on the way schooltool is configured, teachers may receive an email as to the disposition (or what done as a result of) the referral.

Referral Form Fields:

- **Person Type** (radio buttons). Select **Offender** (default) or **Victim**

- **Building, School Level** (required, drop-down lists): these values default to the student's Building/School Level, but may be changed to reflect the incident location.

- **Date of Incident** (required, date field): the date will default to today's date, but you may alter it by choosing a new date from the pop-up calendar, or by manually entering a new date in the mm/dd/yyyy format. Use the checkbox to indicate if this incident occurred During School Hours (default).

- **Time of Incident** (drop-down lists): current time (default), but may be modified by selecting new values from the drop-down lists. Check the "Unknown" option if the time is unknown.

Referral Form Example: Remember: pink fields and Location are required. This referral form is truncated/shortened.

Grade Book Overview

Schooltool includes a grade book which allows teachers to log and track daily assignments, tests, quizzes, etc., for each student, for each subject or course that they teach. Grade books are specific to each course and must be set up for each course individually.

To Access Grade Book:

My Home

Click 📙 (grade book icon) or **Grades Tab**.

The **Grade Book Setup** view will appear. If the grade book has been previously set up, the **Grade Book Editor** will display instead. Shown is *Grade book setup*

- Each class can have multiple grade books, but only one is typically used and only one can be active at a time. Grade Books are year specific.

- To view past years, select the "All Classes" button from the Classes Tab.

Grade Book Setup:

There are six (6) parts to creating a new grade book. Follow this process for each grade book, repeating as often as necessary until all grade books have been completed.

- Part 1: users create the grade book *Name.* This is typically "subject + year + grade (G#) + period (P#)."

- Part 2: select the *Averaging Method* for this grade book (points or percentage).

- Part 3: add and configure *Categories* (i.e. exams, homework, take-home projects, extra credit, etc), and if appropriate, weights. At least one category is required.

- Part 4: (Optional) add **Attributes** (teachers' notes for receiving credit or no credit, or attributes with modifiers that adjust assignment grades) to the grade book.

- Part 5: (Optional) add **Scales** (different forms of grading scales) to the grade book.

- Part 6: add **Assignments** (individual tests, homework assignments, projects, etc) to the grade book and link them to appropriate categories and marking periods.

Create A New Grade Book

A new grade book may be created from scratch or imported from a previous year.

1. Either select the grade book icon or go to **Grades** Tab and select the grade book icon

2. Click the **+** icon to create a new grade book.
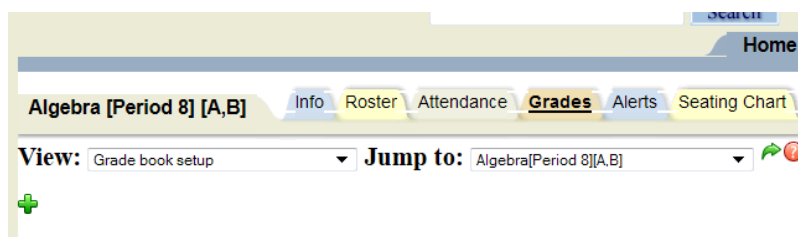
3. Enter a name for the new grade book and click the **+** to create a new grade book.
   Note: Each grade book should have a unique name (subject + year + grade + period)
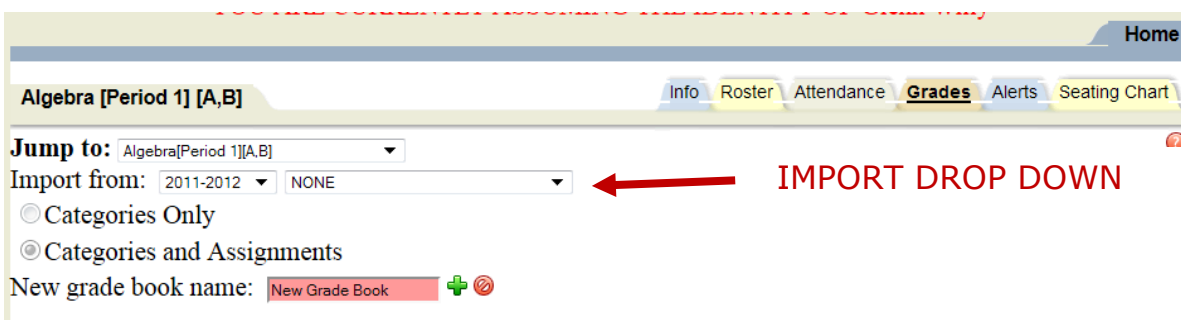
Gradebook (continued)

4. To use an existing grade book as a template, select the appropriate year from the first drop-down menu. The second drop-down menu will show a list of all courses with grade books for the selected year (above). When a course section is selected from this list, the import feature will import data from all grade books that exist for that section.

5. Once a course has been selected, the import options will be available. Use the radio buttons to select whether to import only that grade book's categories, or to import the individual assignments as well.
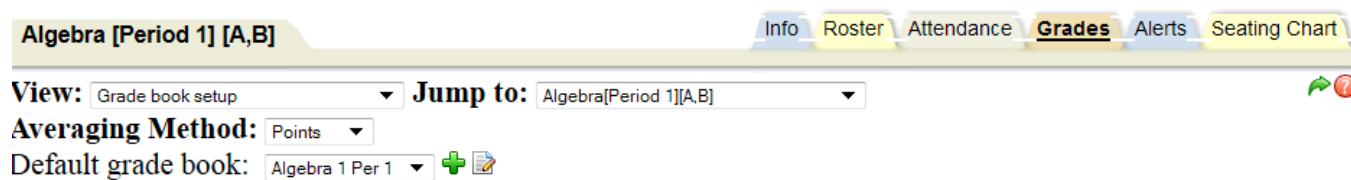
   i. If **"Categories Only"** is selected, categories, attributes, and scales will be imported from all grade books in the selected course section. If the weights of all imported categories do not add up to 100%, the new grade book will automatically be set to use unweighted categories.

   ii. If **"Categories and Assignments"** is selected, all assignments in any grade book that exists for the selected section will be imported in addition to any categories, attributes, and scales. All assignment dates and marking periods will be converted to correspond to the current year's course marking periods, as much as possible, in the new school year.

6. Once import has completed, the user will be directed to *Grade Book Setup* screen.

Grade Book Set Up

Once a grade book has been created, the Grade Book Setup screen will show the settings for the selected course's active grade book.

(Above) The top section of the screen shows the **Averaging Method** for that grade book and the default grade book for that course:

Averaging Method Drop Down Menu: set the method used to calculate averages for each grade book.

Points - averages will be based on the total number of points achieved out of the total number possible

Percent. - averages will be based on the averages divided by the number of assignments.

(See next page for averaging differences)

Averaging Methods

Points averaging example:
3 assignments:
Assignment #1 50/100 = 50 for assignment
Assignment #2 20/40 = 50 for assignment
Assignment #3 100/100 = 100 for assignment

Point average = (50+20+100) / (100+40+100) = 170/240 = 70.83

Percent averaging example:
3 assignments:
Assignment #1 50/100 = 50% for assignment
Assignment #2 20/40 = 50% for assignment
Assignment #3 100/100 = 100% for assignment

Percentage average = (50+50+100) / 3 = 66.66%

Note: Whichever method is selected will affect the current total average taken from all assignments in this grade book. It is not possible to select different averaging methods per assignment.

Category Tab - Categories are topics or headings (like Homework, Tests, Class Work, Projects, etc.) which individual graded assignments fall under. Categories are how schooltool organizes the various assignments to be graded. At least one category is required in order to add assignments, although there is no limit to how many you add.

Note: When a grade book is created using the Import Grade Book method, categories are also imported. You may modify the categories for the current grade book as needed.

Weighted Categories radio buttons allow users to determine how categories are weighted when calculating averages. This is set to Fixed Weights by default. You can turn weighting on or off at any time, and your grade book averages will automatically recalculate according to the selected option.

Please Note: Categories with 0% weight will still be available in the grade book editor and when adding assignments, but assignments tied to those categories will not be included in grade book averages in marking periods where the category has no weight. In addition, individual assignments can be excluded from the student's class average as well.

Variable

	Category	Weight	Drop Lowest
❌ 📝	Classwork	25	0
❌ 📝	Homework	20	0
❌ 📝	Quizzes	20	0
❌ 📝	Test	35	0

Weights

radio button allow users to use different categories, and differently weighted categories from one marking period to another.

Example:

MP 1-2 uses categories: Homework, Class Participation, Quizzes and Final Project all worth 25% of the quarterly averages.

MP 3-4 does not include the Final Project, so the teacher may wish to weight remaining three categories differently.

- To turn off weighting, select the **Unweighted** radio button. If set to **Unweighted**, each category will be weighted evenly and the **Weight** field will be "grayed out"

- To add a new category, click **+ Add**

- Edit a category, click 📝 or Edit

- To delete an existing category, click the **X** icon

Attribute Tab
Grade book Attributes (optional) allow a teacher to designate if a student gets credit for an assignment or not. For example, you might create an attribute called **"exempt"** that can be selected when a child is absent with a legitimate excuse, and therefore failure to turn in an assignment would not count against them. Or you could create an attribute called "not handed in" (NH) which would result in no credit.

Attributes apply to every assignment in this grade book. It is not possible to add attributes which are only valid for one of a group of assignments.

To add a new attribute, click Add ➕. See the Add an Attribute section for detailed instructions.

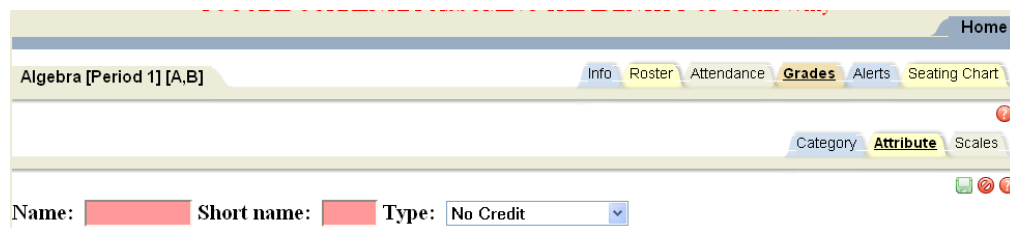To edit an existing attribute, click Edit 📄. See the Edit an Attribute section for detailed instructions.

To delete an existing attribute, click Delete ✖. You may only delete attributes that are not currently in use.

How to Add an Attribute
1. Attribute Tab

2. Click the **+** icon on the right side of the Attribute Tab. The screen will refresh with entry fields:

Add an Attribute (continued)

- **Name:** name the attribute, i.e. "Exempt" or "Not Handed In"
- **Short Name:** how it will display - "NH" for Not Handed In
- **Type:** Choose one of the following (5) Options:

a) **No Credit** - student will not get credit

b) **Exempt** – the student is exempted from this assignment, regardless of whether a grade is entered or not. The absence of a grade will NOT count against the student and any grade entered will NOT impact the student's average

c) **Flag** – has no effect on the average. Just a reminder.

d) **Point Adjustment** – applies a point modifier to adjust assignment scores. (followed by an adjustment text box, which must be completed to register the value)

c) **Percent Adjustment** - applies a percent modifier to adjust assignment scores. (followed by an adjustment text box)

Category **Attribute** Scales

	Name	Short Name	Type	Adjustment
	Exempt	EX	Exempt	
	Flag	FL	Flag	
	Late 1	L1	Percent Adjustment ⌄	-3

Attributes are applied to (calculated in) assignments in the following order:

1. No Credit (treated as a value of zero)

2. Exempt (not included in grade)

3. Points (numeric modifier)

4. Percentage (percent modifier)

Attribute modifiers will be applied to assignment grades according to this formula:

Raw Score + (Sum of all Points Attributes) + (Sum of all Percentage Attributes)
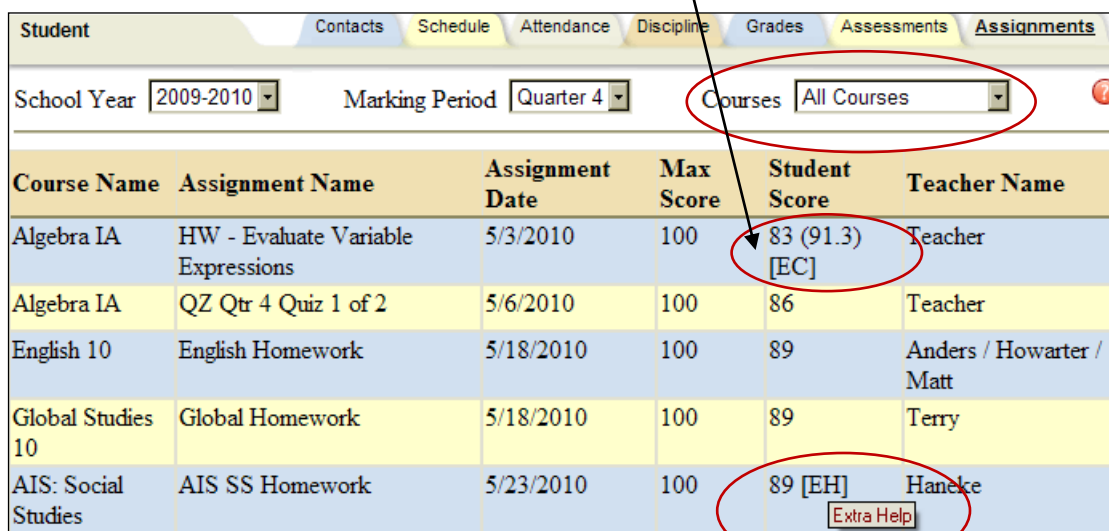
Note: Please contact your schooltool coordinator for additional documentation on calculation.

How Assignments Tab Appears in Home Page View

Attributes will display on the student record via the **Home > My Home > Assignments** tab, ONLY if the Assignments Tab is enabled (in accordance with your District policy). It may be viewable by staff or parents with Parent Portal access.

The **Assignments** tab displays all student assignments that teachers set to be viewed on the Parent Portal for any grade book. As shown, Assignments provides drop-down menus at the top of the screen to select **School Year**, **Marking Period**, and **Courses**. "All Courses" are selected below (red).

For any assignment with an attribute associated with it, the **Student Score** column will display the score, if any, as well as the short code for any attributes applied to that assignment and the adjusted score (if appropriate). A Mouse-over the short code provides a full description ("Extra Help" is shown for EH).
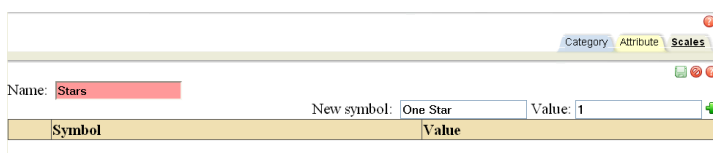

Multiple attributes will be separated by a comma.

The Scales Tab (Optional)
Grade book Scales allow a teacher to designate grading scales for an assignment or not. For example, you might create a scale called "stars" that would vary in grade importance such as 5 stars, 4 stars, 3 stars, etc. Scales are sometimes used in elementary grades. Scales apply to every assignment in this grade book. Scales cannot be made which are valid for only one of a group of assignments.

To Add Scales:
Navigate to the Scales Tab of your Grade Book (shown):

To add a new scale, click Add ➕. See the Add or Edit Scales section for detailed instructions

To edit an existing scale, Select ▶ that scale and modify as needed. See the Add or Edit Scales section for more information.

To delete an existing scale, click Delete ✖. You may only delete scales that are not currently in use.

Grade Book Editor

Please see your Schooltool Coordinator to receive Mindex's "Grade Book Editor," reference packet, pages 123-140.

Topics: navigation, filtering, creating assignments, assignment grades, and printing.

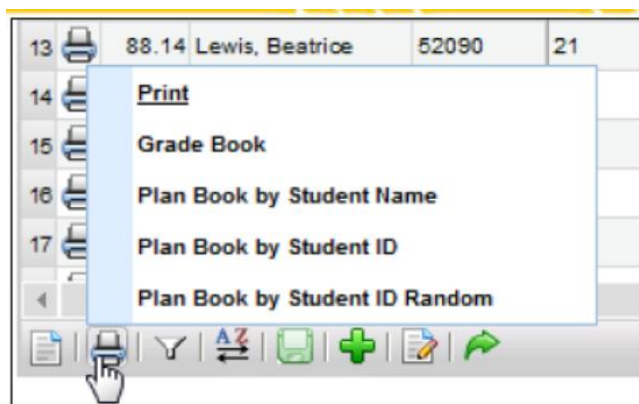## Printing Reports from Editor View

Grade Book Editor provides a tool bar from which you may select various menu options. To print reports from this area:

1) click on the printer icon (below, left).

Printing Reports –

2) Next, click on any report to run it (above, right). The report will open in a new window.

3) Available reports include:

- **Grade Book** (prints the Grade Book Report for the entire class)

- **Plan Book by Student Name** (report displays student names, and students will be sorted alphabetically in ascending order by Student Name (Last Name, First Name)

- **Plan Book by Student ID** (the report will display Student ID numbers instead of names, and students will be sorted in ascending order by Student ID)

- **Plan Book by Student ID Random** (report displays student ID numbers instead of names. Students will appear in random order, regardless of name or ID number)

Note: Running reports from this area <u>produces a quick report that does not use a prescreen</u>. To run with additional options, please run reports from Grade Book Reports view, (next section).

Grade Book Reports View

There are currently six (6) reports available from the "Grade Book Reports" view. To locate the reports, toggle the **View** drop down menu, shown.

View: Grade book reports   **Jump to:** Algebra[Period 1][A,B]

Select Report

Select Report
Assignment Report - Assignments with descriptors
Grade Book Report - Students, assignments, categories, and grades
Plan Book Report - Students, assignments, categories, and grades
Grade Distribution Report - Grade distribution per assignment
Missing Assignment Report - Students and the assignments they do not have grades for
Grade Calculation Report - Students and the grades for each descriptor

Assignment Report

- Report lists all assignments in this grade book, the date associated with each and the points or grading scale. It can be filtered by Marking Period and date.

Grade Book Assignments

Grade Book: Algebra 1 Period I AB   **Teacher:** Willy/Smith
Section: 1   **Year:** 2011-2012
Class: Algebra   **Building:** Demo4 High School

Assignment	Date	Max Points or Grading Scale
Class Activity	04/01/2012	10.00
Class Summary	05/08/2012	10.00
Class16	05/01/2012	10.00
Class17	05/10/2012	15.00

Grade Book and Plan Book Reports

These reports are similar to those same reports available in the **Grade Book Editor View**. However, they include a pre-screen with additional controls.

Note: Option settings are not saved after running these reports.

Grade Book Report can be run for an entire section or for a sub-set of students.

To Run Grade Book Report:
- Select the appropriate options in pre-screen

- choose the students to include in the report (below the options, not shown),

- click **Run Report**

Grade Book Report

Notes:

- If Attributes are used, the report will only display the "Exempt" by name
- All other attributes are abbreviated in "short code"
- Please see 🔴 for report behavior and calculations

Plan Book Report is a grid style report showing all assignments, student score on assignments, and average. There is a pre-screen on this report to control what is displayed on the report. Plan Book Report can be run on a sub-set of students.

To Run Plan Book Report:
- Select the appropriate options in pre-screen

- choose the students to include in the report

- click **Run Report** to generate it.

> Please review **Help** 🔴 for options and for report behavior

Plan Book Report:

NOTE: *As of this writing, this report will NOT display the full name of the Attributes used in the grade book with exception of "EX" for "Exempt."*

Plan Book Report

05/

Assignment Dates from 9/7/2011 to 6/20/2012

Course: Algebra
Teacher: Willy/Smith

Period: 1
Gradebook: Algebra 1 Period I AB

Section Number: 1
Marking Period: Quarter 4

	Class Average	Class Wk	Hwk	Quiz	Test	Class Wk	Hwk	Hwk	Hwk	Test	Class Wk	Hwk	Quiz	Class Wk
						4/1/12 Class Activity Points: 10 Class Avg: 75	4/17/12 Hwk16 Points: 10 Class Avg: 81.76	4/20/12 Hwk17 Points: 10 Class Avg: 91.11	4/25/12 Hwk18 Points: 10 Class Avg: 72.22	4/28/12 U7 Test Points: 100 Class Avg: 78	5/1/12 Class16 Points: 10 Class Avg: 100	5/2/12 Hwk Review Points: 10 Class Avg: 78.67	5/7/12 Quiz 4 Points: 10 Class Avg: 80	5/8/12 Class Summary Points: 10 Class Avg: 80
	Avg: 81.48	Class Avg: 82.64	Class Avg: 86.46	Class Avg: 80	Class Avg: 78									
Baily, Carolanne	68.50	45.00	78.00	80.00	78.00	0.00	Ex	7.00	78.00	10.00	8.00	8.00	8.00

Grade Distribution Report

Report breaks down the student grade and the percentages of students receiving each grade, per assignment along with the assignment average, max number of points, and student names.

It is a multi-page report and helps teachers see the ranges of points and how many students fall into each range.

Distribution Report Pre-Screen

Missing Assignment Report

Lists all students who are missing one or more assignment grades, along with the specific name and date of what is missing.

NOTE: Assignments that were marked with an attribute with a type of "exempt" or "no credit" will not display on this report.

Shown, homework 16 has no grade entered in grade book, therefore it appears on report as missing

Missing Assignment Report

Teacher(s): Willy/Smith
Course: Algebra
Section Number: 1   Period: 1
Gradebook: Algebra 1 Period I AB

Baily, Carolanne (21336)
                Hwk16 On 04/17/2012
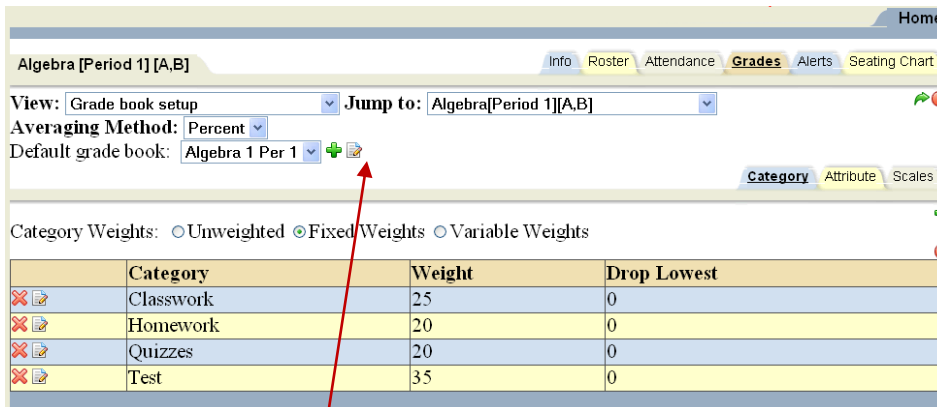
Report Recommendations:

- Review on report setting
- Test the report using various marks and attributes to determine if desired

Deleting a Grade Book
You may delete a grade book after you have deleted all attachments: assignments, attributes, categories and scales. <u>Deleting a grade book is a multi-step task</u>.

To Delete Grade Book:
1) **View** drop down > "Grade book setup"

2) If you do not see the **X** (Delete Grade book) button to the right of the default grade book drop down list, then this grade book has features attached. If you do see the **X**, you may continue without deleting grade book features.

3) Delete all Categories in the grade book.

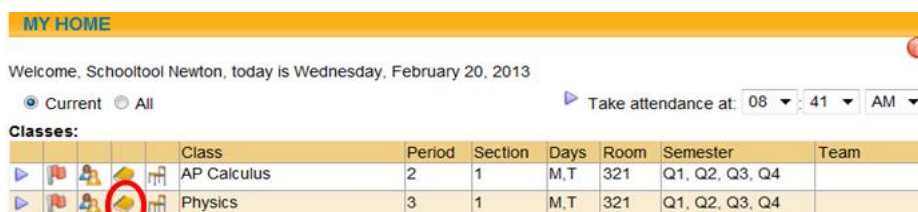4) Delete all Attributes. Do the same for any Scales, if used.
5) When all Categories, Attributes, Scales and Assignments have been deleted, the **X** should appear to right of the grade book name. Click on the **X** to delete.

Submit SLO Scores

Teachers can submit SLO scores from within the Grade Book for any course section that has an active SLO. Depending on user permissions, the screen may display in read-only mode, or may include Edit ![icon] buttons for each score column to allow users to enter or modify SLO scores.

Steps To Enter SLO Scores:

1) Select **My Home** and navigate to the **Gradebook** ![icon] icon for a course that has SLO tied to it.
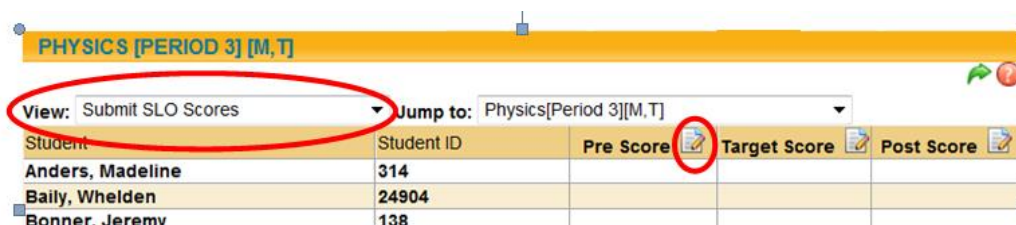
2) Select **Submit SLO Scores** from the **View** drop down menu and click ![icon] next to the score you would like to enter or change.
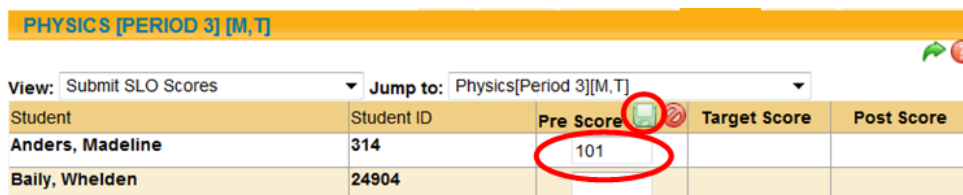

3) Enter the score and click ![icon]

Submit Progress Reports and Marking Period Grades

Marking Period grades are those that appear on student report cards at the end of each marking period (quarter, trimester, etc.). The grade entry process is the same for each marking period, including the final marking period.

Notes:
- If grade book is used, grades can be copied from all assignment grades to final marking period grade. If the book was not used, grades can be manually entered
- Grades can only be entered during open grading periods, controlled by district

Important! Run your Grade Verification Report after each submission. (see below)

How to Submit Marking Period Grades:
1) My Home > select course list > access Grades Tab

2) From the **View** drop-down list, select *Submit marking period grades* (shown)

Marking Period Grades (continued)

3) Select the marking period for which you are entering grade information – from the drop down list (current marking period is the default)

4) Enter grade info for each student.

A. If you have been using the grade book, you can copy your grade book average into the marking period grades for each student. In the Grade Book Average column, click once on ▷ Copy grade book grades to copy the current grade book averages into the grade field. This marking period grade is still editable if you choose to change it.

B. If you have not been using the grade book, you must manually enter the current alpha or numeric grades for each student.

C. If the student has not completed the class and does not get a grade, use the **grade note** drop-down list (shown below) to enter a non-completion comment. This is set by district.

5) Add performance related comments for each student, if desired, as follows;

A. Add from **Comment bank**:

- Click ▷ Add comments from comment bank button

- The entire comment bank will appear so you can select one or multiple comments for that student.

- click the 🖫 Save Comments button to save. Continue on for the rest of your class

B. Add a **free-text comment** on student in the free-text field (this is optional; max number of characters is 50). Type your comment in the free-text field, then click the Add personal comment **+** button to the right of the text box to add the comment to the student's record.


6) Once your comments (or numeric values) are added, click the Add personal comment button **+**. The Comment Bank items entered will appear for that student. Use the **X** to remove comments.

To Add Comments for More Than One Student at a Time

1) Type Comments (any method used above) into the free-text field for a student.

2) Repeat until all students have comments in their free-text fields.

3) Scroll back up to the top of the Grades tab. Click once on the Batch Add Comment **+** button. <u>The entered comments will all be added to all those students at the same time</u>.

Add Same Free Text Comments to Every Student in the Class

1) Enter a free-text comment for the first student in the list.

2) Use the **Mass Entry Comment** button from the free text field to mass enter that comment for the rest of the students in the class.

3) You can also use the **Mass Add Comment from the Comment Bank** button to mass enter comments to every student in the class using the comment bank.

4) When finished adding comments, click the submit grades button (circled).   See a confirmation message , "Marking Period grades have been submitted."

Mass Add Same Free Text Comment

Mass Add Comment from Bank
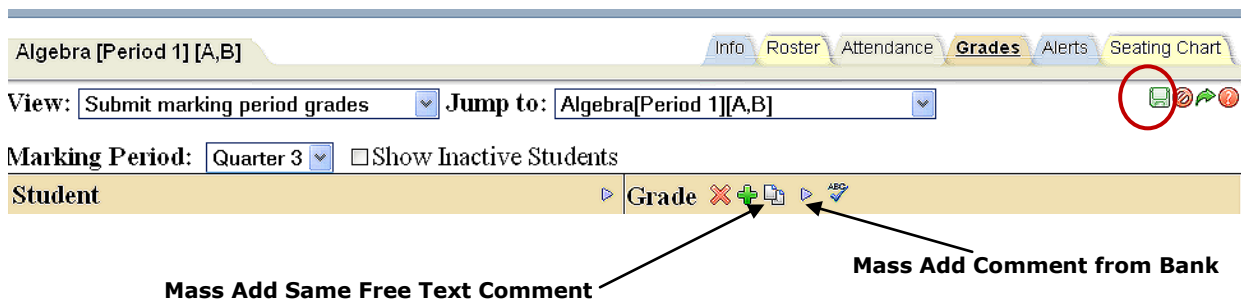
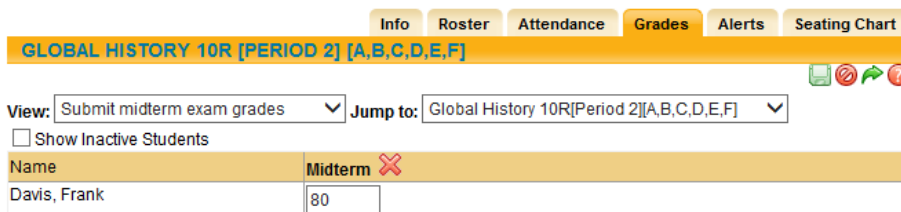**Submit Mid-term, Final Exam (or Regents) Scores**
Progress Reports, Mid-term and Final Exam grades may be submitted from Grade book similarly to Marking Period Grades. For each, select the option from the **View** drop down menu, add student scores or comments and Save when complete.

How to Submit Progress Reports

1. My Home > Classes Tab > Grade book for the class you are reporting on
2. From the View drop-down list, select **Submit Progress Report Grades**
3. Complete fields (as above)
4. Save

How to Submit Mid-Term Exam Scores

1. Select the class for which you wish to enter grades
2. Select **Submit midterm exam grades** from the **View** drop down menu
3. Enter grade information for each student
4. Save 🖫

| Info | Roster | Attendance | **Grades** | Alerts | Seating Chart |

GLOBAL HISTORY 10R [PERIOD 2] [A,B,C,D,E,F]

View: Submit midterm exam grades ▾ Jump to: Global History 10R[Period 2][A,B,C,D,E,F] ▾
☐ Show Inactive Students

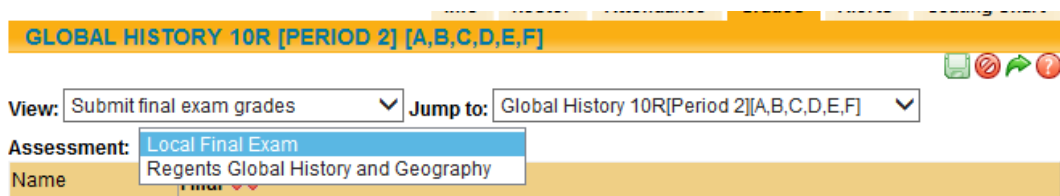| Name	Midterm ✖
Davis, Frank	80

How to Submit Final Exam (or Regents) Scores

1. Select the class for which you wish to enter grades
2. Select **Submit final exam grades** from the **View** drop down menu
3. Select the assessment you are entering grades for from the Assessment drop-down list.

This list contains all assessments tied to this course. There may be multiple assessments listed, depending on course.

Note: If entering a **Regents**, be sure to enter correct exam **date and time**

4. Enter grade and language in which student took the exam (English is default)
5. or Enter appropriate reason as to why student did not take the exam
6. Save 🖫

GLOBAL HISTORY 10R [PERIOD 2] [A,B,C,D,E,F]

View: Submit final exam grades ▾ Jump to: Global History 10R[Period 2][A,B,C,D,E,F] ▾

Assessment: Local Final Exam
Regents Global History and Geography

| Name | Final ✔✔ |

Run Grade Verification Report

Schooltool contains a Grade Verification Report which allows teachers to verify their marking period grades, midterm exams, final exam grades, and calculated final averages and comments. This report is found in the Reports tab of every teacher's My Home.

Use this report at the end of each marking period to ensure all students have been graded. At the end of the year, use this report to verify that all final exam grades have been entered and those final averages, as calculated by schooltool, are correct.
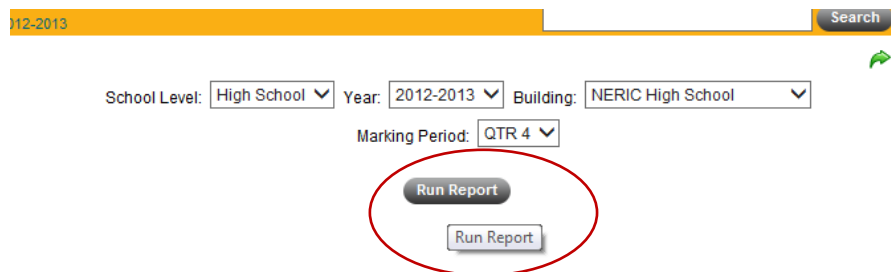
Grade Verification Report

Steps:

1) **My Home > Reports Tab >** Select Grade **Verification Report** (shown)
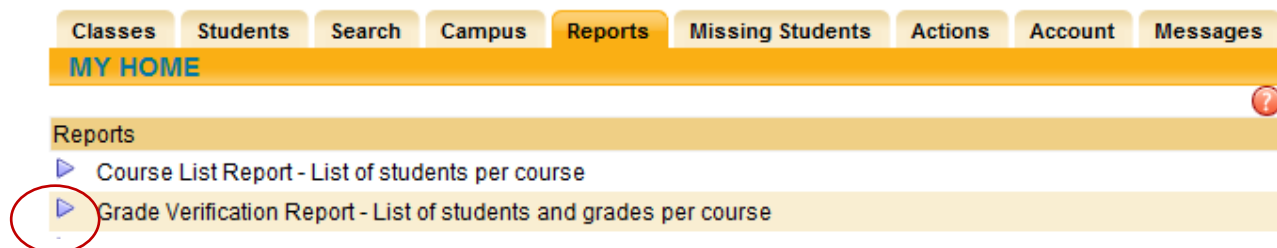
2) Select Marking period and Run Report

Teacher Final Grading Tasks - End of the Year
At the end of the year, teachers have three (3) specific tasks to complete all grading.

1) Enter and save final marking period grades (Quarter 4 or Trimester 3) (page 32)

2) Enter and save final exam grades   These could be local finals which are used in final average calculations, or Regents exams. (page 36)

3) Verify final grade entries and final average calculations. Final averages are automatically calculated by schooltool using formulas set by the district. For example, final grades may be calculated based on 4 marking periods and a final exam worth 20% of the final average.

To verify final grades and final averages, use the **Grade Verification Report** (p 36)

Override Calculated Final Averages

Occasionally, teachers may need to override the final average calculated by schooltool. If a teacher feels that the calculated grade (which is often based on all marking period grades and any final exam grade(s)) should be changed for a student or students, using this feature allows them to overwrite it.

Note: This process should only be used at the end of the final grading period for a course (i.e. end of the first semester for a half-year course, or end of the year for a full-year course). <u>Never use to log or override a marking period grade</u>.

Steps:

1. Navigate to Grades Tab for appropriate class

   See *Help reference* 🔴 for details

2. Select *Override* from the **View** drop down menu.
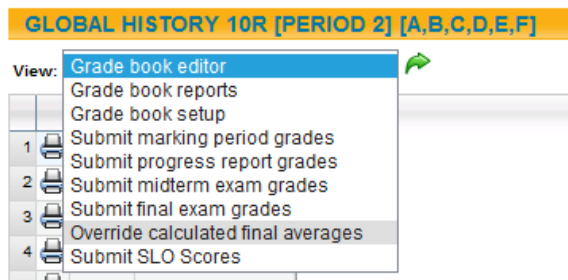
3. Locate student for whom you will override a grade

4. Enter the new grade information for student. If you wish to remove a grade so the final average appears blank on report card, as is the case in an incomplete, remove the numeric grade or choose **NONE** as the alpha grade and save. Do not enter a zero.

Appendix I: Exercise Answer Keys

Answer Key: Exercise 1

1. F

2. A

3. E

4. C

5. B

6. C

7. G

8. D

Answer Key: Exercise 2

Contacts	3
Attendance	2
Schedule	4
Letters	5
Notes	6

Appendix II: Attendance Module Summary

The **Attendance** module may be enabled for teachers' viewing access.

From **Attendance > Today's Attendance**, teachers may view an "at-a-glace" list view of all absences, late arrivals, early dismissals and ins and outs for the date selected. This list is specific to building/school level.

To View Todays Daily Attendance:

1) Navigate to **Attendance > Today's Attendance**

2) Enter the date in the pink area (default is current date)

3) Click ▷

4) Click 🖨 to print

Note: *This will not show Period Absences*