schooltool

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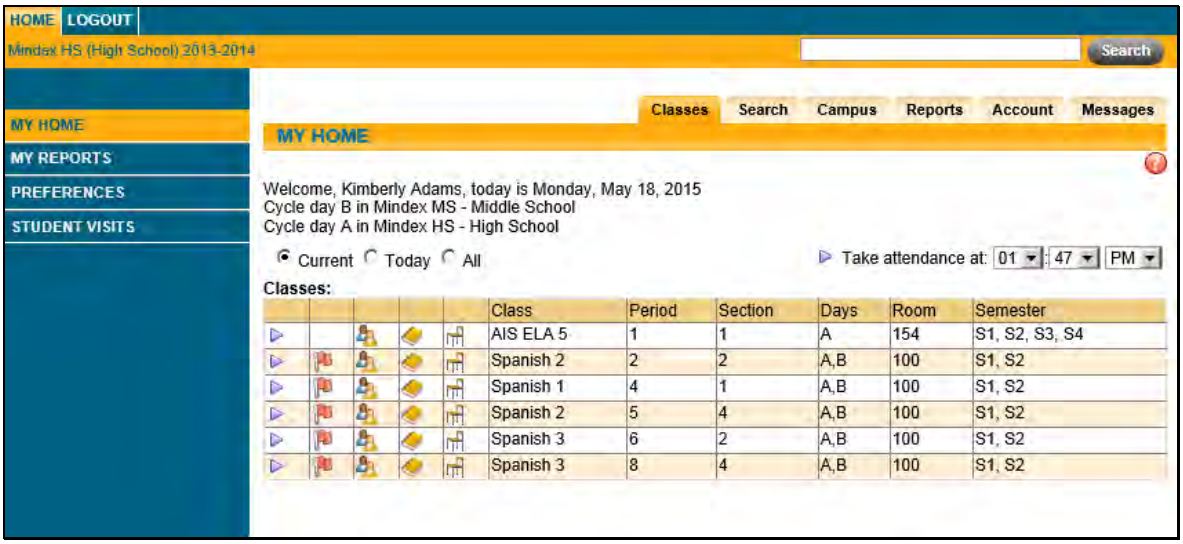
schooltool Teacher User Guide

Version 13.1



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Document Notes

Document Conventions

School**tool** is structured hierarchically and makes extensive use of the “drill-down” nature of data. Because of this, the “>” notation will often be used to indicate an additional level of navigation. For example, the following would be displayed:

Scheduling > Master Schedule > High School > 2005-2006 > Master Schedule Builder

This is used in place of the lengthier text that would be needed to direct a user to first click on the “Scheduling” module, followed by the sub-module “Master Schedule,” then the building “High School,” and so on.

This same line may further be truncated by assuming the user will properly select their building and year when prompted:

Scheduling > Master Schedule > Master Schedule Builder

This document will use this notation throughout.

Securities

Many features utilize security settings to either enable or disable the feature. When a new feature is added, it is a general practice of school**tool** to disable the feature by default for all security groups. When looking for a feature in the school**tool** application, note that it may need to be enabled before it is functional.

Also, many features’ availability depends on user permissions. This document will address all features of this module, even though they may not apply to all users.

Cross-references

Throughout this document, it may be necessary to refer to other procedures or modules within school**tool**. When such references are made, the related document or topic title will be shown in red italic print (for example, the *Batch Selector User Guide* provides information which may be needed across all of schooltool).

Users may find these documents in the schooltool Knowledge Base, located at kb.schooltool.com.

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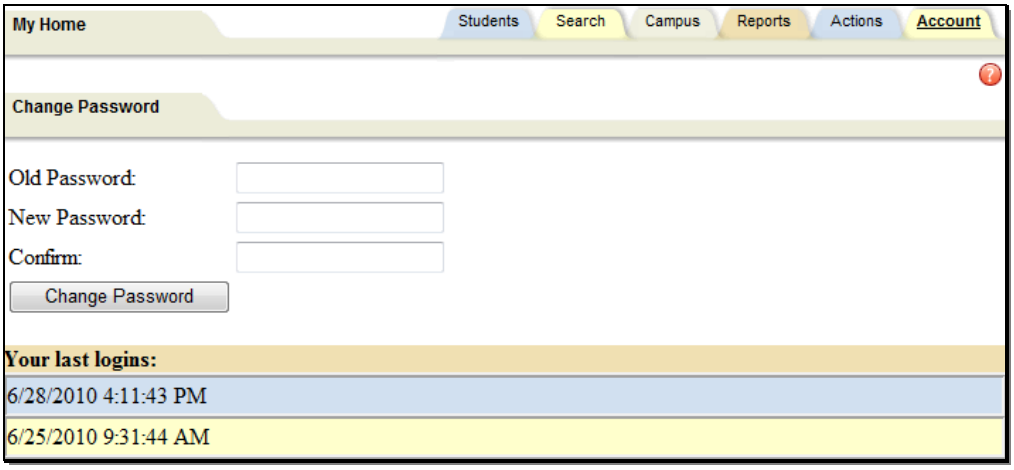
My Home: Teacher View

When you log into school**tool**, the default view is the **Home > My Home** sub-module. If you are a teacher and have current classes, your default My Home tab will be the Classes tab. If you do not currently have classes, you will be directed to the Search tab instead. The other tabs available a teacher's My Home sub-module typically include Search, Campus, Reports, and Actions. These are available for most user roles but are provided based on district preferences. More information on each of these tabs is available in the *Home Module User Guide*.

Account Tab

The Account tab is only visible to local users. This tab allows local users to change the password they use to log into school**tool** and displays a list of the user's login history.



To change a local password, simply click on the **Account** tab, enter the existing password, then the new desired password (twice). Click on the Change Password button to finalize the change.

We recommend creating a new password that has the following characteristics:

1. Greater than or equal to eight (8) characters.
2. Combination of letters, numbers, and symbols (including upper and lower case letters)
3. Something that can be remembered easily

Good passwords do not have to be hard to remember. "Late2School!", for instance, is a good password that has upper and lowercase letters, a number, a symbol, and is greater than 8 characters long but still easy to remember.

Actions Tab

The Actions tab in school**tool** allows faculty to communicate with students and parents in two ways:

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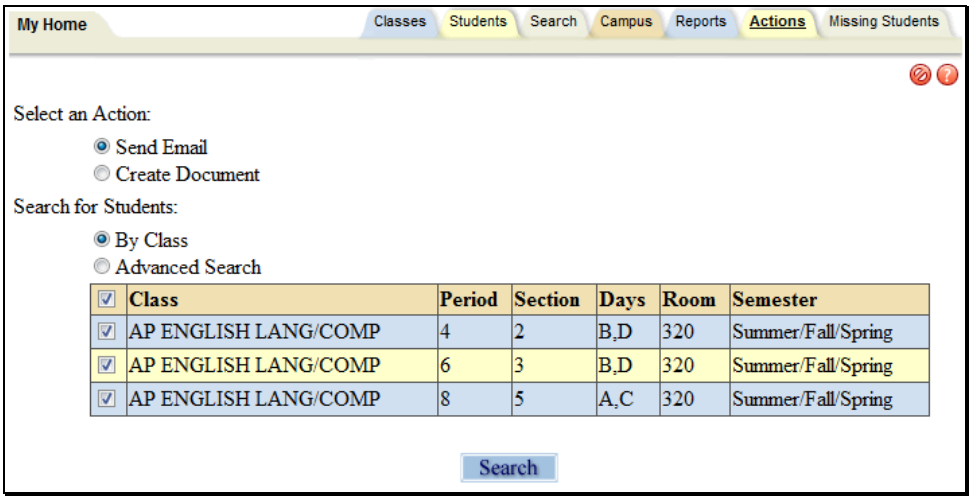
- Email messages can be generated that are sent to the contacts of each student
- Mailings can be generated with student-specific information (merge fields)

To send an email message or merge letter to any group of students, or their contacts, you must first choose an action and search for students:

1. Click on the Actions tab on the right side of your My Home sub-module to begin.



2. Select the Send Email or Create Document option

3. Search for students

***Note*:** There are two search options on this screen, By Class using the class roster or Advanced Search using the batch selector. Not all users will have access to both methods. If both methods are available, you may use the radio buttons to select either one method or the other to search for students.

A. Search By Class

i. If you are a teacher and have classes, a list of courses will appear on the screen. Select the class(es) you wish to include using the checkboxes for each class.

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Search for Students:

By Class
Advanced Search

Class	Period	Section	Days	Room	Semester
AP ENGLISH LANG/COMP	4	2	B,D	320	Summer/Fall/Spring
AP ENGLISH LANG/COMP	6	3	B,D	320	Summer/Fall/Spring
AP ENGLISH LANG/COMP	8	5	A,C	320	Summer/Fall/Spring

Search

B. Search with Advanced Search (Batch Selector)

i. If you have the appropriate rights, you may also be able to select the Advanced Search option to locate students using the Batch Selector.

Saved Searches: NEW SEARCH
Add Search Criteria: SELECT CRITERIA
Random
Use "AND" for like terms

ii. Select the appropriate terms to locate the desired students (see the Batch Selector User Guide documentation for more detailed information on how to use this feature.)

4. Click on the **Search** button. The results of the search will appear on the bottom of the screen.
5. Select individual students using the checkboxes to choose the students for this mailing.

Found 63 students

Name	Student ID
Ankrom, Paula	49079
Beach, Andrew	49088
Beach, Molly	49899
Bonner, Arielle	48927

6. Click the **Continue** button

Depending on the option selected at the beginning of this process, you will be presented with one of two screens: the Send Email screen or the Create Document screen.

Send Email

Once you have selected "Send Email" as your initial option and have performed the appropriate search steps, you will be presented with the standard school**tool** email screen (along with additional contact options):

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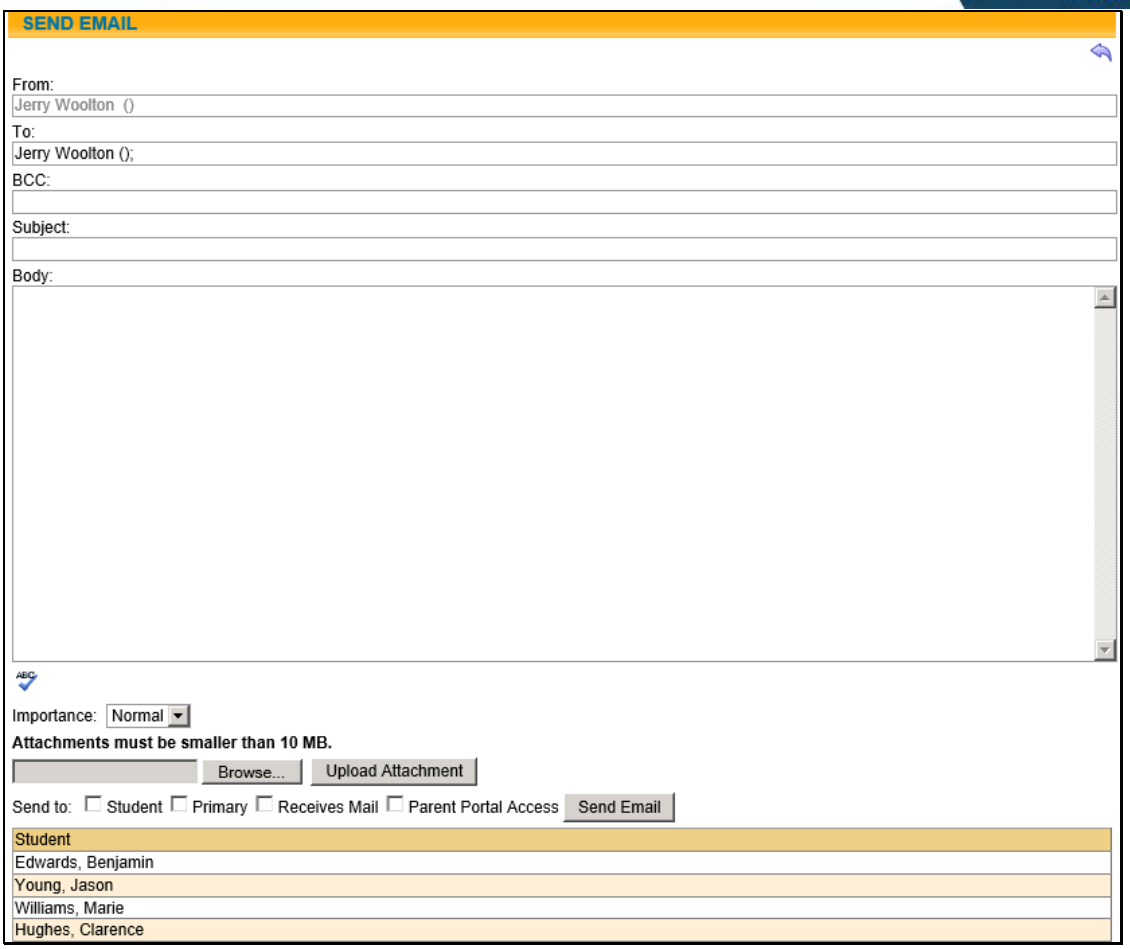

1. To send an email message, simply fill in the form, starting at the top:
   A. From – Your name and email address will appear in this field (if available). This field is pre-filled and cannot be modified.
   B. To – This field will be pre-filled with your name and email address (if available). You may enter additional email addresses here, separated by commas or semicolons. In addition to the recipients you select at the bottom of the screen, each email address in the To field will receive a this email.
   C. BCC – You may send blind carbon copies using this field. All valid email addresses in this list will receive a Blind Carbon Copy of the message. Multiple email addresses may be entered here, separated by commas or semicolons. Recipients listed in the BCC field will not be able to see any other recipients' email addresses or names when they receive the email.
   D. Subject – This is the subject of the email message. Any text may be entered here.
   E. Body – The body of the email message contains the full content of the message you would like to send. Formatting is minimal to preserve compatibility with many email systems.
   F. Importance – This is set to Normal importance by default; this can be changed to High or Low using the drop-down to send messages flagged with the desired level of imporance.
   G. Attachment – To attach a file, such as a homework assignment, click on the Browse button, locate the file with the standard Microsoft browse window, and click OK. Click the Upload button to load the file into the

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shcooltool email message. The name of the attachment will display at the bottom of the screen once it has been successfully uploaded. Repeat these steps for each file to be attached. The selected attachment(s) will be sent to all recipients when Send Email is clicked.

Note: Each attached file must be 10MB or smaller in size. If a user attempts to upload a file larger than 10MB, an error message will display and the attachment will be discarded.

2. Select the recipients

   A. Use the checkboxes to specify contacts as recipients based on relationship flags defined in Census. To add additional contacts to the recipients list, simply check the appropriate checkbox option. These options are mutually exclusive; each option *adds* contacts to this list, regardless of whether or not a contact meets multiple checkbox criteria.

   B. The following options are available for adding contacts:

   - Student: Includes all students in the selected group.
   - Primary: Includes all adult contacts listed as Primary Contact for each student.
   - Receives Mail: Includes all adult contacts that have the Receives Mail flag checked in Census for each student.
   - Parent Portal Access: Includes all adult contacts that have the Parent Portal Access flag checked in Census for each student.

Note: Any individual who does not have an email address listed in their Personal Record will not receive an email, regardless of whether or not they appear in this list.

   C. As checkboxes are selected, a student's contacts will be added to the list below, with a separate row for each contact. This means a student may appear in the list more than once, although if "Student" is checked, a student will only receive a single copy of the email regardless of how many times the student appears in the list.

Send to: ☑ Student ☑ Primary ☑ Receives Mail ☑ Parent Portal Access [Send Email]

Student	Student Email	Contact	Contact Email
Sold, Samuel	a@b.com	Sold, Kenneth	a@b.com
Sold, Samuel	a@b.com	Sold, Robin	a@b.com
Stewart, Philip	a@b.com	Stewart, Paul	a@b.com
Stewart, Philip	a@b.com	Stewart, Christel	a@b.com
Jacko, Nicole	a@b.com	Jacko, Terry	a@b.com
Jacko, Nicole	a@b.com	Jacko, Oksana	a@b.com
Tompson, Samuel	a@b.com	Tompson, Larry	a@b.com
Tompson, Samuel	a@b.com	Tompson, Karen	a@b.com

3. Click on the Send Email button. The email message will be delivered to all designated recipients.

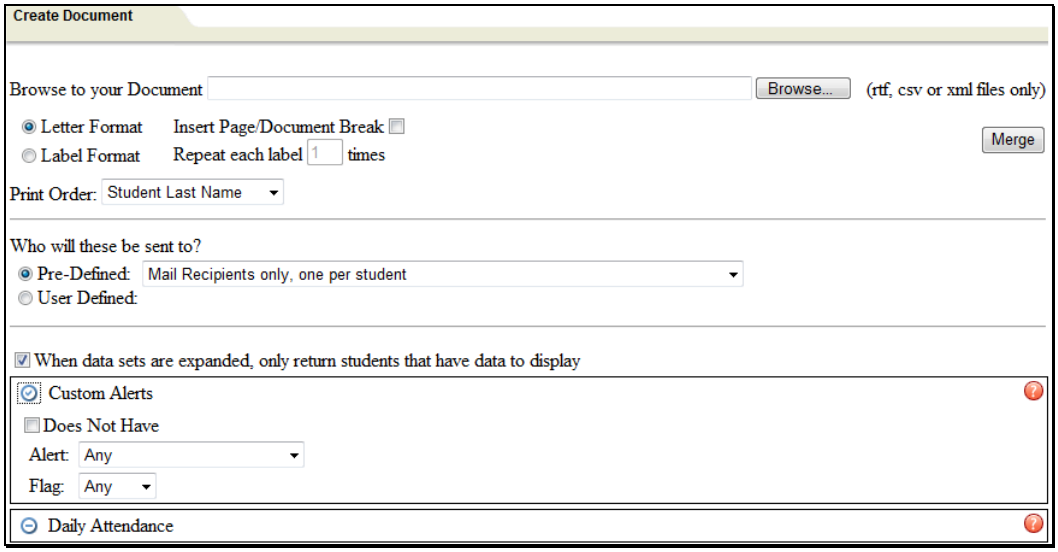
Note: There are additional options on this screen as well as those described above:

- There are two buttons that look like the Back button on this screen. The upper button is the Back button, while the lower button is the Done button.
    - The Back button will return the user to the previous search results screen, allowing them to re-select the specific students desired to receive this email message.
    - The Done button (beneath the Back button) will return the user to their My Home screen, without sending the email message.
- The Cancel button will cancel this operation, not send the email, and will return the user to the first screen of the Actions tab.
- The Spell Check button will spell check the document before it is sent out.

Create Document

The Create Document screen allows users to create merge documents using a number of new keywords and configurable options. Users may set their own Print Order and can determine the appropriate recipients for the communication based on either pre-defined details defined by the district or by selecting options in a “user defined” configuration area.

The Create Document screen includes multiple “data sets” which allow users to retrieve student-specific information from across school**tool** within a single document. Each data set has its own set of keywords and corresponding configurable options that must be set in the UI prior to generating the final merge output. These keywords are available only from the Actions tab, and the corresponding data sets must be configured from the Create Document screen.



To create merge documents using data sets and the new Create Document screen:

1. Create your master document, including all necessary keywords and desired formatting. A list of available keywords is available here: Actions Tab Keywords.
2. Save your master document in the appropriate file format. This may be RTF, XML, or CSV. Refer to the section on Creating the Master Document for specific instructions and examples of each format type.

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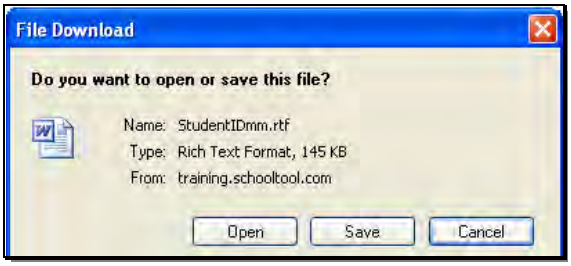
Note: Data sets are only supported by documents saved in XML or CSV format. Labels must be saved in XML format to function properly.

3. Set the basic merge options and print order in the top section (do not use the Browse button or Merge button at this time). Refer to the section on Setting Basic Merge Options for information on how to use these options.
4. Specify your recipients using either the pre-defined drop-down list or the configurable user defined options. Refer to the section on Selecting Recipients for more information on these options.
5. Expand the appropriate data sets and configure all options as needed. Refer to the section on Using Data Sets for a list of all keywords and available options.
6. Load your master document using the Browse button in the top portion of the Create Document screen and click on the Merge button to merge the file.
7. The resulting file will open in the appropriate application. Scroll through all pages, checking the results, and save or print as desired.
8. Click on the Open button and a new window will open.



If you merged a CSV document, it should look similar to the one below:

	A	B	C	D	E	F
1	**First Name**	**Last Name**	**D.O.B**	**Homeroom**	**Grade**	**Gender**
2	Adam	CHESNUT	11/28/1988	100	12	M
3	Amanda	CAPOSERRE	9/7/1986	100	12	F
4	Andrew	LYONS	12/28/1988	100	12	M
5	Austin	LYONS	10/1/1988	100	12	M
6	Brandon	CHESNUT	11/28/1988	100	12	M
7	Brianna	LYONS	5/17/1989	100	12	F
8	Chris	Noth	5/12/1990	100	11	M
9	Christina	CHESNUT	11/6/1988	100	12	F
10	Daniel	AVERILL	10/9/1988	100	12	M
11	David	GOODHEW	9/7/1989	100	12	M

If you merged an RTF or XML file, it should look similar to the one below:

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Monroe Central School District
Rochester, New York

Dear Greg Hemingway,

This year, your locker number is 309. Your homeroom teacher is PERRY / BAILY and your Team is Blue Team.

Please contact your counselor, Rebecca PIERCE, with any questions.

Have a great year!

Sincerely,

If you merged a Label file, it should look similar to the one below:

Erin Deifer (48047) Mr. Charles Deifer 40 Fowler Drive Rochester, NY 90210	James Deifer (48087) Ms. Karen Deifer 86 Norman Riley Road Rochester, NY 90210	Ellen Estrada (51734) Mr. Eric Estrada 155 Broken Pine Lane Rochester, NY 90210
Jack Fransen (50640) Dr. Patrick Fransen 341 N 19th Avenue Rochester, NY 90210	Ashley Freeman (49343) Mrs. Nina Freeman 80 Highway 89 Rochester, NY 90210	Kiara Futrell (53437) Dr. Marc Futrell 85 Jordan Road Rochester, NY 90210
Ryan Jacko (49459) Mr. Joseph Jacko 749 William Drive Rochester, NY 90210	Nathaniel Johnson (64203) Mr. Michael Johnson 540 Balleybunion Drive Rochester, NY 90210	Abigail Knight (50659) Mr. Joseph Knight 150 Ptarmigan Drive Rochester, NY 90210
Emily Layel (50282) Mr. Steven Layel 188 Bayside Drive Rochester, NY 90210	Shelby Layel (49836) Miss Shawna Ramirez 604 Scuppernong Drive 11 Rochester, NY 90210	Rebecca Martinez (54005) Mr. David Martinez 55 Jordan Road Rochester, NY 90210

Creating the Master Document

Before using the merge feature, the master merge document must be created. This master file is the basic mask, or template, that will be used by school**tool** to place all of the student-specific information into. This document is created outside of school**tool**, in a word processor or spreadsheet application of your choosing. The master document will then be loaded into the Create Document UI and merged to create your final output.

Note: To use this feature, you must be using Internet Explorer version 7 or higher and Microsoft Word 2003 or later. When using versions higher than MS Word 2003, you should always save .XML files in 97-2003 XML format (compatibility mode) to ensure proper functionality. In addition, you *must* turn your Microsoft Word spell check off, as this will interfere with keywords.

The merge file will contain not only normal text, but also keywords. Wherever a keyword is displayed, it will be replaced with the appropriate school**tool** information. For instance, [%StudentFirstName%] will always be replaced with the first name of the student for whom the data is being retrieved.

Note: Labels *must* be saved in XML format, while letters using data set keywords may be saved in XML or CSV format. Documents using only the generic Actions tab keywords (not data set keywords) may be saved as RTF, CSV, or XML formats.

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Actions Tab Keywords

Keywords can be found in the application by clicking on the Help button. These are all "generic" keywords that may be used in any of the area-specific XML merge documents in school**tool**. For more information on using these keywords in area-specific XML letters, see the related documentation for *Attendance Policy Letters* and *Discipline Letters*.

Additionally, all of the "generic" keywords are listed here:

Keyword	Definition
[%StudentFirstName%]	First name
[%StudentMiddleName%]	Middle name
[%StudentMiddleInitial%]	Middle initial
[%StudentLastName%]	Last name
[%StudentName%]	First name Last name
[%StudentEmail%]	Email address
[%StudentSalutation%]	Salutation
[%SonDaughter%]	The word "son" or "daughter" is returned based on gender
[%HeShe%]	The word "he" or "she" is returned based on gender
[%HisHer%]	The word "his" or "her" is returned based on gender
[%ContactSalutation%]	Salutation of primary contact that receives mail
[%ContactFirstName%]	First name of primary contact that receives mail
[%ContactLastName%]	Last name of primary contact that receives mail
[%ParentName%]	Full name of the primary contact (displays as "Salutation FirstName LastName")
[%ContactEmail%]	Email address of primary contact that receives mail
[%ContactCellPhone%]	Cell Phone of primary contact that receives mail
[%ContactWorkPhone%]	Work Phone of primary contact that receives mail
[%ContactWorkPhoneExtension%]	Work Phone Extension of primary contact that receives mail
[%ContactPager%]	Pager of primary contact that receives mail
[%MoveInDate%]	Date student was added to that address
[%UnitNumber%]	Unit Number
[%Address%]	Address
[%Address1%]	Student's residence address line 1 (includes Unit #)
[%Address2%]	Student's residence address line 2
[%CityStateZip%]	City State Zip
[%City%]	City
[%State%]	State
[%Zip%]	Zip
[%County%]	County

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[%PhoneNumber%]	Phone number at student's address
[%StudentID%]	StudentID
[%Gender%]	Gender of student (M/F)
[%DOB%]	Date of Birth
[%DOB_Day%]	Date of Birth Day
[%DOB_Month%]	Date of Birth Month
[%DOB_Year%]	Date of Birth Year
[%OriginOfBirth%]	Origin Of Birth
[%PrimaryLanguage%]	Primary language
[%Ethnicity%]	Ethnicity
[%DateRegistered%]	Date Registered
[%Grade%]	Current grade
[%Homeroom%]	Homeroom
[%HomeroomTeachers%]	Homeroom teacher(s), displayed as "First Name Last Name" and separated by a "/" for multiple teachers
[%HomeroomTeachersWithSalutation%]	Homeroom teacher's name with salutation (displays as "Mrs. Johnson"), with multiple teachers separated by a "/" character
[%Team%]	Student's current team assignment (when students are assigned to multiple teams, a separate letter will be generated for each different team assignment)
[%PreviousTeam%]	Last year's team (when students are assigned to multiple teams, a separate letter will be generated for each different team assignment)
[%NextTeam%]	Next year's team (when students are assigned to multiple teams, a separate letter will be generated for each different team assignment)
[%Locker%]	Locker number
[%LockerCombo%]	Locker combination
[%CounselorSalutation%]	Salutation of Counselor
[%CounselorFirstName%]	First name of Counselor
[%CounselorLastName%]	Last name of Counselor
[%DiplomaType%]	Diploma Type
[%Cohort%]	Cohort
[%ClassOf%]	Class Of (Expected Graduation School Year)
[%EnrollmentType%]	Enrollment Type
[%BuildingName%]	Building Name
[%SchoolLevel%]	School Level
[%HomeDistrict%]	Student's home district assignment
[%MailingUnitNumber%]	Student's Mailing Unit Number (primary contact)
[%MailingAddress%]	Student's Mailing Address (lines 1 and 2 combined) (based on

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	primary contact)
[%MailingAddress1%]	Student's mailing address line 1 (includes Unit #), based on primary contact's mailing address
[%MailingAddress2%]	Student's mailing address line 2, based on primary contact's mailing address
[%MailingCityStateZip%]	Student's Mailing City State Zip (based primary contact)
[%MailingCity%]	Student's Mailing City (based primary contact)
[%MailingState%]	Student's Mailing State (based primary contact)
[%MailingZip%]	Student's Mailing Zip (based primary contact)
[%WorkAddress%]	Work address of primary contact that receives mail
[%WorkAddress1%]	Work address line 1 (includes Unit #) for primary contact who receives mail
[%WorkAddress2%]	Work address line 2 for primary contact who receives mail
[%WorkCity%]	Work City of primary contact that receives mail
[%WorkState%]	Work State of primary contact that receives mail
[%WorkZip%]	Work Zip of primary contact that receives mail
[%Recipient.Name%]	Recipient's full name, including salutation **(see note)*
[%Recipient.MailingAddress1%]	Recipient's mailing address (line 1) **(see note)*
[%Recipient.MailingAddress2%]	Recipient's mailing address (line 2) **(see note)*
[%Recipient.MailingCity%]	Recipient's mailing city **(see note)*
[%Recipient.MailingState%]	Recipient's mailing state **(see note)*
[%Recipient.MailingZipCode%]	Recipient's mailing zip code **(see note)*
[%Recipient.PhoneNumber%]	Recipient's phone number **(see note)*
[%Recipient.Address1%]	Recipient's residence address (line 1)
[%Recipient.Address2%]	Recipient's residence address (line 2)
[%Recipient.City%]	Recipient's residence city
[%Recipient.State%]	Recipient's residence state
[%Recipient.ZipCode%]	Recipient's residence zip code

Note: If your recipient list is set to One per Household, you may only use the recipient keywords indicated with an asterisk (*) in the table above. "One per Household" merges are intended for mailing labels or for "mass mailing" letters that do not contain student-specific information.

Creating a Word Processing Merge File (.RTF file)

An RTF file is a rich text file containing formatted text and graphics for easy transfer between applications.

1. Use your word processor to create the letter that will be sent out. Feel free to include any formatting or graphics that you desire.

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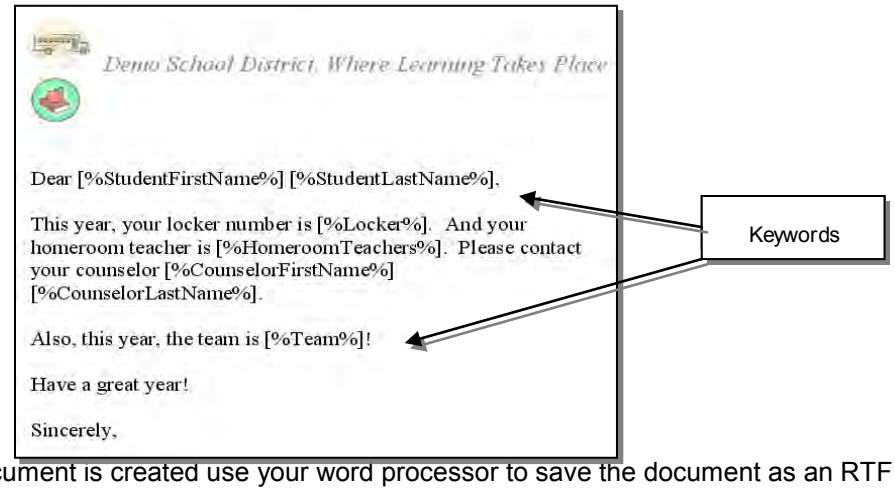
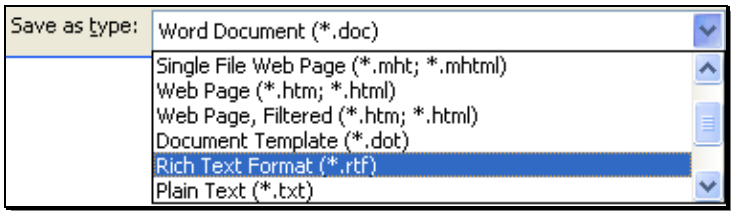


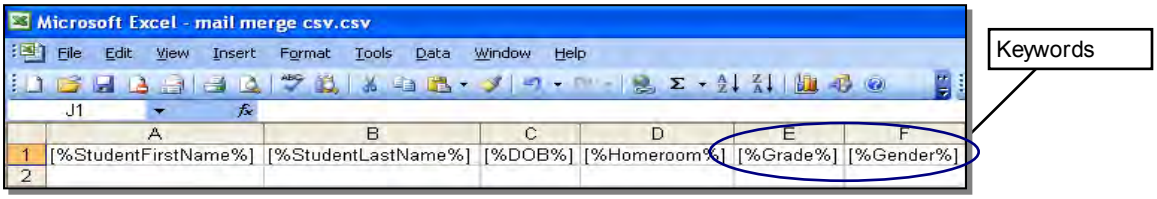
2. Once the document is created use your word processor to save the document as an RTF file.



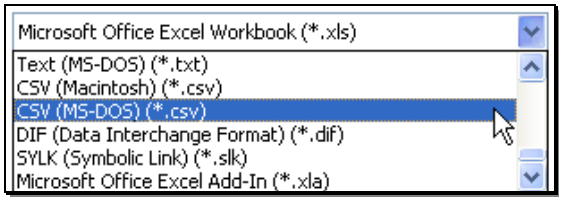
Creating a "Spreadsheet" Merge File (.CSV file)

A CSV file is Comma Separated Values file that has fields separated by the comma character and records separated by new lines. It is typically used in an Excel spreadsheet or as a text file to create lists or export information.

1. Use a spreadsheet application, or a simple text editor, to create columns of text that all represent key words. You can type your document exactly as you would like it to look with specific columns and rows with keyword indications replaced by schooltool. Your document may look like this:

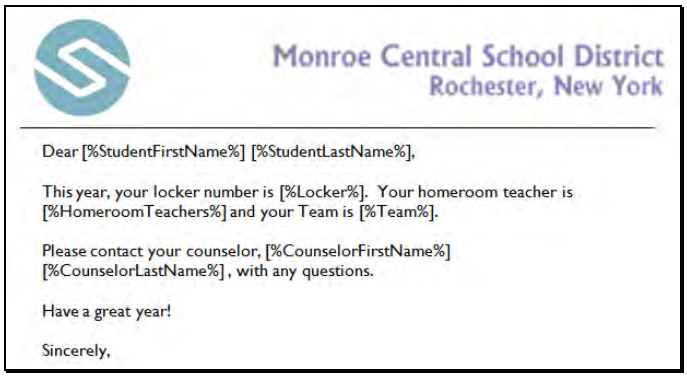


2. Once the document is created, save the file as a CSV file type.

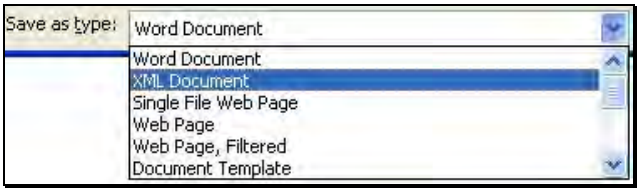


Creating an XML Merge File (.XML file)

1. Use your word processor to create the letter that will be sent out. Feel free to include any formatting or graphics that you desire.



2. Once the document is created use your word processor to save the document as an RTF file.



Creating a Document in Letter Format

1. Create your XML merge document using any of the keywords available from the Actions tab
2. To include information from a data set, insert a table with the appropriate number of columns for the data to be displayed.
   A. Specify a header row (this is optional):
      i. Select the top row of the table, right click and select Table Properties
      ii. Click on the Row tab and check the “Repeat as header row at top of each page” box.

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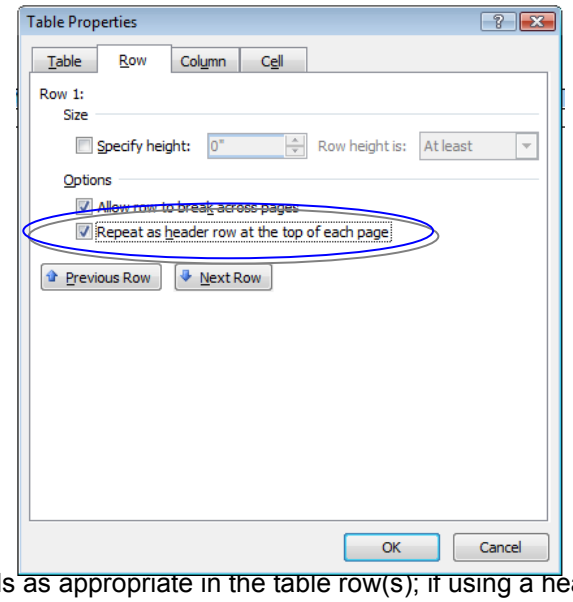

B. Enter data set keywords as appropriate in the table row(s); if using a header row the keywords should be entered in the row(s) below the header.

C. Tables using additional data sets may be added to the document, as long as they are separated by a paragraph mark. Tables may be formatted as appropriate and additional text may be added before saving as XML.

Example of the XML document template using keywords from the Schedules data set:

Dear [%StudentName%],

Here is your schedule for the 2008-2009 school year:

Course Name	Course ID	Start Period	End Period
[%Schedule.CourseName%]	[%Schedule.CourseID%]	[%Schedule.StartPeriod%]	[%Schedule.EndPeriod%]
		[%Schedule.StartTime%]	[%Schedule.EndTime%]

Example of the merged document:

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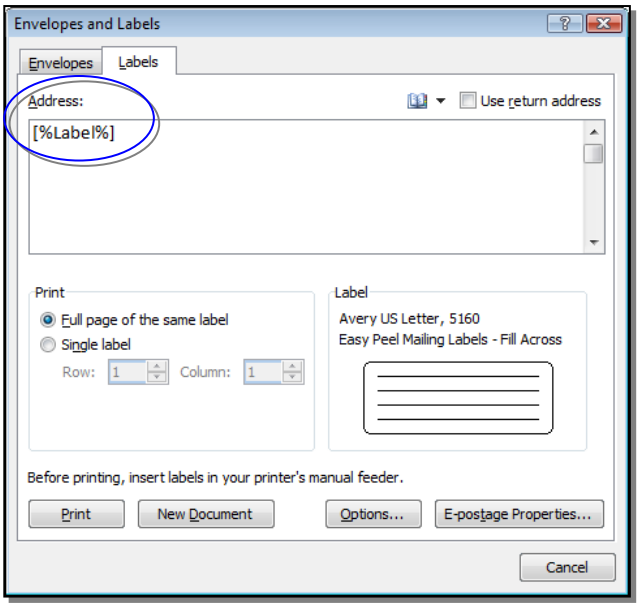
Dear Rohan Brown,

Here is your schedule for the 2008-2009 school year:

Course Name	Course ID	Start Period	End Period
9TH GR TAG GROUP	83900	1	1
		8:00 AM	8:45AM AM
ALGEBRA I	31900	8	8
		1:50 PM	2:35PM PM
DESK TOP PUBLISHING &WEB SITE DESIGN	58500	4	4
		10:30 AM	11:15AM AM
EARTH SCI LAB	40100	5	6
		11:20 AM	12:55PM PM
EARTH SCIENCE	40000	6	6
		12:10 PM	12:55PM PM
ELECTRONICS & ROBOTICS	59200	3	3
		9:40 AM	10:25AM AM

Creating a Document in Label Format

1. Go to the Envelopes & Labels area in Microsoft Word, select the template to use for labels (using the *Options* button), and enter the keyword "[%Label%]" in the Address portion as shown below:



2. Click the New Document button. A new document, based on the selected label type, will open.

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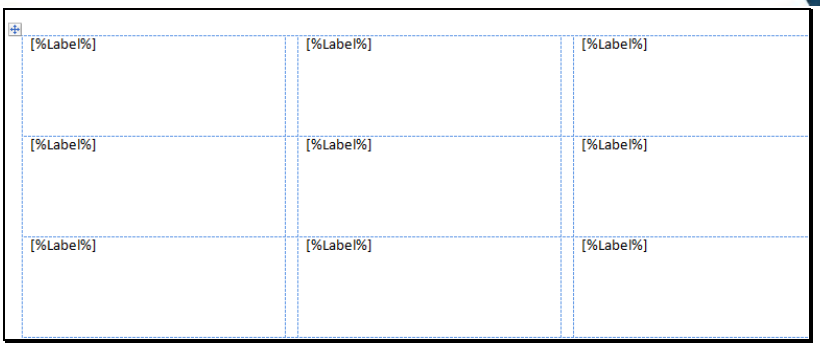
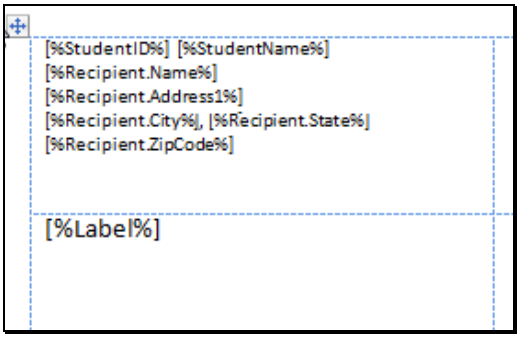


3. Delete the "[%Label%]" keyword *from the first cell only* (the cell the upper left corner). Enter the appropriate keywords in this cell. Add any punctuation or other formatting as appropriate.
4. When all appropriate keywords have been added and formatted as desired, save the document in XML format.

Notes/Recommendations:

- When using Address keywords, it is generally recommended that the keywords for Line 1 and Line 2 be separated by a comma, rather than placed on separate lines.
- Do not resize the cells when working in this document, or the labels will not print properly on the label sheet.
- It is recommended that you review the final merge output before printing labels to verify that the all information fits appropriately on the label. Any necessary changes to keywords or formatting may be made by modifying the master document and repeating the Merge.

Example of a mailing label format using keywords:

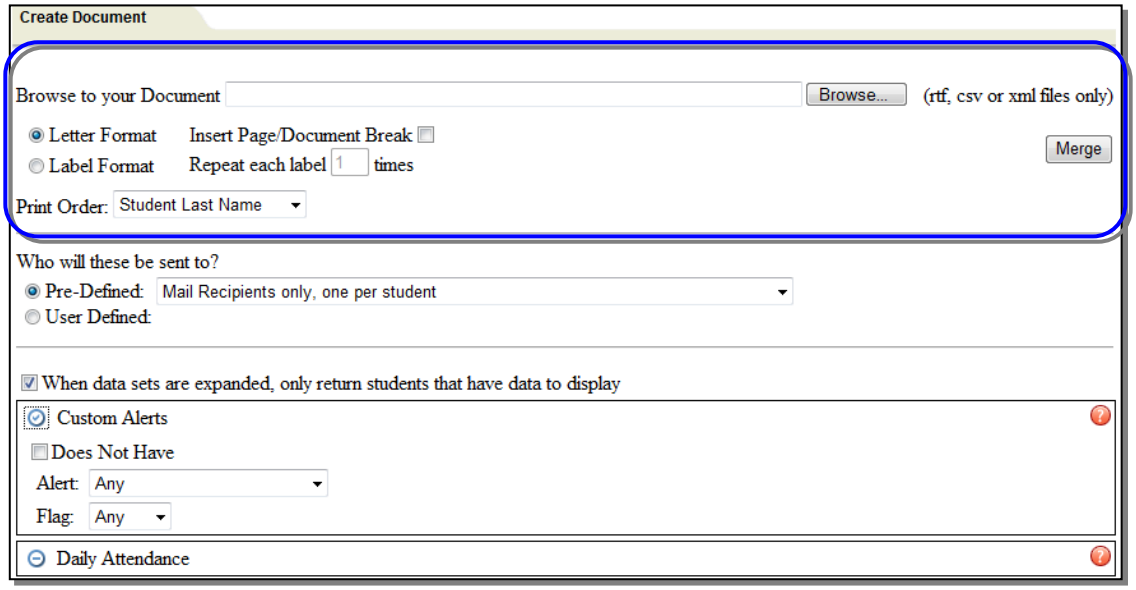


Example of the merged label document:

Erin Deifer (48047) Mr. Charles Deifer 40 Fowler Drive Rochester, NY 90210	James Deifer (48087) Ms. Karen Deifer 86 Norman Riley Road Rochester, NY 90210	Ellen Estrada (51734) Mr. Eric Estrada 155 Broken Pine Lane Rochester, NY 90210
Jack Fransen (50640) Dr. Patrick Fransen 341 N 19th Avenue Rochester, NY 90210	Ashley Freeman (49343) Mrs. Nina Freeman 80 Highway 89 Rochester, NY 90210	Kiara Futrell (53437) Dr. Marc Futrell 85 Jordan Road Rochester, NY 90210
Ryan Jacko (49459) Mr. Joseph Jacko 749 William Drive Rochester, NY 90210	Nathaniel Johnson (64203) Mr. Michael Johnson 540 Balleybunion Drive Rochester, NY 90210	Abigail Knight (50659) Mr. Joseph Knight 150 Ptarmigan Drive Rochester, NY 90210

Setting Basic Merge Options

The top section of the screen is used to set basic options for the merge document. When all other options have been set appropriately on the Create Document screen, click the Merge button to complete the merge operation and view the final output.



1. Letter Format / Label Format (radio buttons): Select the appropriate radio button to indicate the format of the master document.
   A. Insert Page/Document Break (checkbox): When checked, a page break will be inserted between each student record (or, if the same student is included multiple times, between each individual instance of that record).
   B. Repeat each label … times (numeric field): the number of times each label should be duplicated. When sending to multiple contacts for the same student, this will duplicate labels for *each contact.* This field is unavailable when "Letter Format" is selected.
2. Print Order (drop-down): The order by which labels are sorted when the document is generated. Options include Student Last Name (the default), Student ID, Homeroom, Counselor Last Name, Grade, Mailing Zip Code.

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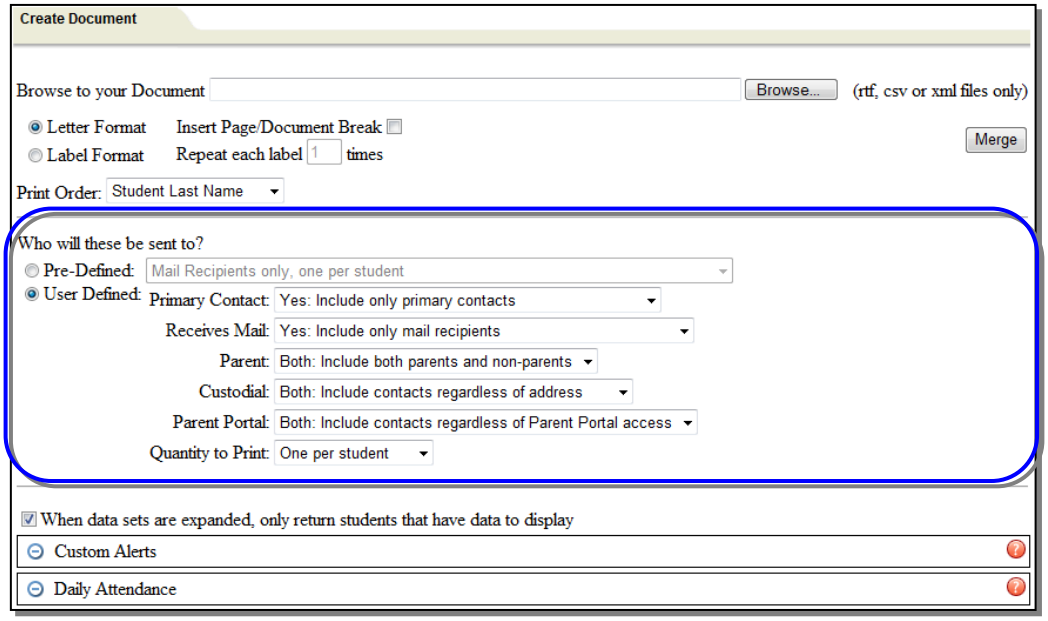
3. Merge button: Clicking this button completes the merge based on the keywords included in your document, and creates the final output.

Note: The Merge button should be used only once all other options on this page have been set properly and you are ready to complete the merge.

Selecting Recipients

The recipient section allows the user to determine which contact types should be included as recipients. Users may have access to a drop-down of pre-defined recipient lists, which are defined by the district in the Maintenance module. Users may also be able to configure their own set of recipients by selecting the "User Defined" recipient option. This "User Defined" option contains a series of drop-down lists where users may select options based on relationship settings in the Census module.

Access to the various components in the Recipient area is controlled by user permissions, so users may not see all of the options described in this section.



1. Pre-Defined option: This drop-down contains a list of pre-defined recipient types. These values are pre-defined by the district in the new **Maintenance > District > Recipient Lists** area.
2. User Defined option: This option allows users to specify the type of recipients to use for this merge based on relationship settings in Census.
   A. Primary Contact
      i. Yes: Include only primary contacts
      ii. No: Include only non-primary contacts
      iii. Both: Include both primary and non-primary contacts
   B. Receives Mail
      i. Yes: Include only mail recipients

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ii. No: Include only non-mail recipients

iii. Both: Include both mail recipients and non-mail recipients

C. Parent

i. Yes: Include only parents

ii. No: include only non-parents

iii. Both: Include both parents and non-parents

D. Custodial

i. Yes: Include only those living with the student

ii. No: Include only those not living with the student

iii. Both: Include contacts regardless of address

E. Parent Portal

i. Yes: Include only those with Parent Portal access

ii. No: Include only those without Parent Portal access

iii. Both: Include contacts regardless of Parent Portal access

F. Quantity to Print:

i. One per household: Selecting this option will print a letter or label for each household, regardless of the number of students in that household. If recipients include multiple contacts for a student, a separate letter or label will be generated for each contact living at a different address.

This type of mailing is used to create letters or labels for mass mailings that are not student-specific (general school announcements, for example). Merge documents using this option are restricted to the following keywords:

[%Recipient.Name%]

[%Recipient.MailingAddress1%]

[%Recipient.MailingAddress2%]

[%Recipient.MailingCity%]

[%Recipient.MailingState%]

[%Recipient.MailingZipCode%]

[%Recipient.PhoneNumber%]

ii. One per student: Selecting this option will print a letter or label for each student. If multiple recipients are included, a separate letter or label will be generated for each contact selected for each student.

This type of mailing allows users to create documents using keywords to retrieve student-specific data. All Actions keywords, recipient keywords, and data set keywords are available for this type of merge.

Using Data Sets

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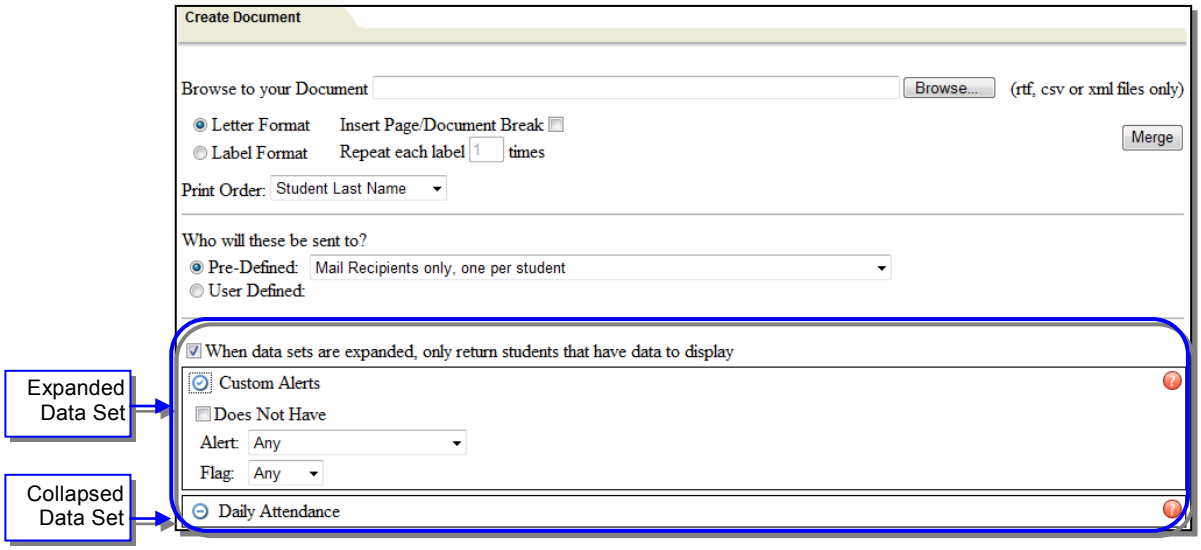
Data sets allow users to create merge documents with student-specific information. Users may include data set keywords in XML or CSV merge documents and select the options from the appropriate Data Sets on the Create Document screen.

The Data Sets portion of this screen allows users to specify how information should be displayed when using data set keywords. These data sets work in conjunction with their respective keywords; each section needs to be expanded in order for those keywords to be function. If options are set and the section is then "collapsed," that information will not be included in the document.

Note: Data Sets can only be used with files saved in .XML format.

When using data sets, users have the option to further specify the data returned when the merge action is performed by checking the "When data sets are expanded, only return students that have data to display" checkbox. By default, this option is checked. If no data sets are expanded, this option will not impact data in the merge document.



The following data sets and options are available:

1. Contacts
2. Custom Alerts
3. Daily Attendance
4. Grades (Permanent Record)
5. Program Services
6. Discipline
7. Schedules
8. Selections
9. User Defined Screens

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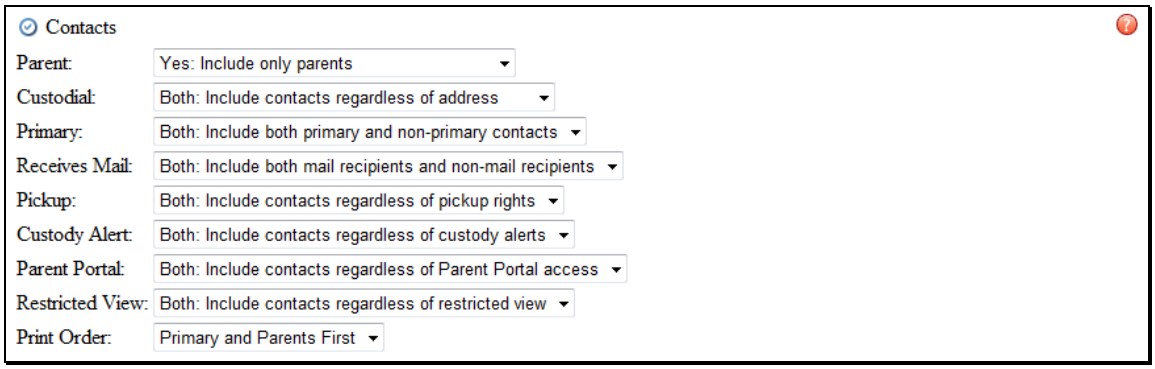
Note: Access to data sets is controlled by individual permissions for each data set. Users will only see data sets for which they have permissions enabled.

Contacts Data Set

The Contacts Data Set allows users to specify the type of contacts returned by this merge based on relationship settings in Census.



1. Parent
   A. Yes: Include only parents
   B. No: include only non-parents
   C. Both: Include both parents and non-parents
2. Custodial
   A. Yes: Include only those living with the student
   B. No: Include only those not living with the student
   C. Both: Include contacts regardless of address
   D.
3. Primary
   A. Yes: Include only primary contacts
   B. No: Include only non-primary contacts
   C. Both: Include both primary and non-primary contacts
4. Receives Mail
   A. Yes: Include only mail recipients
   B. No: Include only non-mail recipients
   C. Both: Include both mail recipients and non-mail recipients
5. Pickup
   A. Yes: Include only those with pickup rights

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B. No: Include only those without pickup rights

C. Both: Include contacts regardless of pickup rights

6. Custody Alert

A. Yes: Include only those with custody alerts

B. No: Include only those without custody alerts

C. Both: Include contacts regardless of custody alerts

7. Parent Portal

A. Yes: Include only those with Parent Portal access

B. No: Include only those without Parent Portal access

C. Both: Include contacts regardless of Parent Portal access

8. Restricted View

A. Yes: Include only those with restricted view

B. No: Include only those without restricted view

C. Both: Include contacts regardless of restricted view

9. Print Order

A. Primary and Parents First (the default)

B. Relationship

C. Contact Name

Contacts Data Set Keywords

Keyword	Definition
[%Contact.Name%]	The contact's full name (Salutation, First Name, and Last Name)
[%Contact.FirstName%]	Contact's first name
[%Contact.MiddleName%]	Contact's middle name
[%Contact.MiddleInitial%]	Contact's middle initial
[%Contact.LastName%]	Contact's last name
[%Contact.Salutation%]	Contact's salutation
[%Contact.ResidenceUnitNumber%]	Unit number for the contact's residence address
[%Contact.ResidenceAddress%]	Combined address for contact's residence address. Includes Line 1 (house number and street) and Line 2 of the address on a single line.

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[%Contact.ResidenceAddress1%]	Line 1 of the contact's residence address (displays house number and street)
[%Contact.ResidenceAddress2%]	Line 2 of the contact's residence address (is blank if no information exists in this field)
[%Contact.ResidenceCity%]	City for the contact's residence address
[%Contact.ResidenceState%]	State for the contact's residence address
[%Contact.ResidenceZipCode%]	Zip code for the contact's residence address
[%Contact.MoveInDate%]	Date student was added to that address
[%Contact.MailingUnitNumber%]	Unit number for the contact's mailing address
[%Contact.MailingAddress%]	Combined address for contact's mailing address. Includes Line 1 (house number and street) and Line 2 of the address on a single line.
[%Contact.MailingAddress1%]	Line 1 of the contact's mailing address (displays house number and street)
[%Contact.MailingAddress2%]	Line 2 of the contact's mailing address (is blank if no information exists in this field)
[%Contact.MailingCity%]	City for the contact's mailing address
[%Contact.MailingState%]	State for the contact's mailing address
[%Contact.MailingZipCode%]	Zip code for the contact's mailing address
[%Contact.WorkUnitNumber%]	Unit number for the contact's work address
[%Contact.WorkAddress%]	Combined address for contact's work address. Includes Line 1 (house number and street) and Line 2 of the address on a single line.
[%Contact.WorkAddress1%]	Line 1 of the contact's work address (displays house number and street)
[%Contact.WorkAddress2%]	Line 2 of the contact's work address (is blank if no information exists in this field)
[%Contact.WorkCity%]	City for the contact's work address
[%Contact.WorkState%]	State for the contact's work address

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[%Contact.WorkZipCode%]	Zip code for the contact's work address
[%Contact.PhoneNumber%]	Contact's home phone number (the phone number associated with the contacts residence address)
[%Contact.WorkPhone%]	Contact's work phone number
[%Contact.WorkPhoneExtension%]	Contact's work phone number extension
[%Contact.CellPhone%]	Contact's cell phone number
[%Contact.Pager%]	Contact's pager number
[%Contact.Email%]	Contact's email address
[%Contact.Relationship%]	Relationship between the contact and student
[%Contact.IsParent%]	Indicates whether or not the contact is designated as a parent for that student (displays as "yes" or "no")
[%Contact.IsCustodial%]	Indicates whether or not the contact is designated as having custody of that student (displays as "yes" or "no")
[%Contact.IsPrimary%]	Indicates whether or not the contact is designated as a primary contact for that student (displays as "yes" or "no")
[%Contact.IsReceivesMail%]	Indicates whether or not the contact has rights to receive mail for that student (displays as "yes" or "no")
[%Contact.IsPickup%]	Indicates whether or not the contact has pickup rights for that student (displays as "yes" or "no")
[%Contact.IsParentPortal%]	Indicates whether or not the contact has rights to access the Parent Portal for that student (displays as "yes" or "no"). ***Note***: this is only an indication of whether or not the Parent Portal option is checked in Census and does not reflect any local accounts or related settings in Maintenance.
[%Contact.IsCustodyAlert%]	Indicates whether or not the contact is designated as having a custody alert for that student (displays as "yes" or "no")
[%Contact.IsRestrictedView%]	Indicates whether or not the contact has the Restricted View option checked for that student

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	(displays as “yes” or “no”)
[%Contact.CustodyType%]	The custody type assigned to that relationship, if defined.
[%Contact.CustodyNotes%]	Displays the text in the Custody Notes field for that relationship, if entered.
[%Contact.StartDate%]	Start date of the contact/student relationship

Custom Alerts Data Set

The **Custom Alerts** data set allows users to retrieve data about students’ custom alerts records based on the options selected on the Create document screen. Options include:

1. Does Not Have (checkbox): Returns data for students who either have or do not have the specified alerts. This option is unchecked by default to locate students who have the appropriate alerts.
2. Alert drop-down: The specific custom alert(s) to return (users may select All or choose a specific custom alert; the list is defined by the alerts defined in Maintenance)
3. Flag drop-down: The color flag(s) to return (users may select All or choose one of the colors listed)

Custom Alerts Data Set Keywords

Keyword	Definition
[%CustomAlert.Text%]	The custom alert text as defined in Maintenance > Custom Alerts
[%CustomAlert.Category%]	The selected flag color for the custom alert as defined Maintenance > Custom Alerts (e.g., White, Red, Black)

Daily Attendance Data Set

The **Daily Attendance** data set allows users to retrieve information about students’ daily attendance records for the specified school year specified in the Create Document UI.

Options available on the Create Document screen include the following:

1. Type: The type of absence records to return (users may select All, Absences, Late Arrivals, or Early Dismissals)
2. Reason: The absentee reasons to return (users may select All or choose any value in the list, which is defined based on the absentee reasons defined in Maintenance)
3. Quantity: Use this option to specify a number of absence records. Data for students meeting the numeric criteria will be returned appropriately. Select Greater Than, Less Than, Exactly, or Between, and type in a value or range of values (when using the “Between” option to search based on a range of values, both values are inclusive; if a user selects “Between 2 and 5” the results will include students with record counts of 2 as well as 5).

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4. Date Range (From…To): Select a date range to limit the data to a specific timeframe. These fields are set to the start and end dates of the current school year by default.
5. Print Order: The order in the courses will be sorted in the table. Options include:
    - Date Absent Ascending
    - Date Absent Descending

Daily Attendance Data Set Keywords

Keyword	Definition
[%Attendance.Daily.DateAndTime%]	Date and time for the daily absence record
[%Attendance.Daily.Date%]	Date of the daily absence record
[%Attendance.Daily.Time%]	Time of the daily absence record
[%Attendance.Daily.Type%]	Absence type (In, Out, Early Dismissal, Late Arrival, or Absent)
[%Attendance.Daily.Reason%]	Value selected for the “Reason” on the daily absence record
[%Attendance.Daily.HowExcused%]	Value selected for the “Excused by” field on the daily absence record.
[%Attendance.Daily.Comments%]	Text entered in the “Comments” field on the daily absence record
[%Attendance.Daily.CountAsAbsentInOut%]	Indicates whether or not the selected absentee reason on the daily absence record is counted as absent/in/out (displays as “yes” or “no”)
[%Attendance.Daily.Code%]	The code corresponding with the selected absentee reason for the daily absence record
[%Attendance.Daily.IncludeInAttendancePolicy%]	Indicates whether or not the selected absentee reason on the daily absence record is included in the attendance policy (displays as “yes” or “no”)
[%Attendance.Daily.Excused%]	Indicates whether or not the selected absentee reason on the daily absence record is marked as “Excused” (displays as “yes” or “no”)
[%Attendance.Daily.Fundable%]	Indicates whether or not the selected absentee reason on the daily absence record is marked as “Fundable” (displays as “yes” or “no”)
[%Attendance.Daily.LocaterText%]	Displays the text that appears in the Student Locator for the selected absentee reason on the daily absence record
[%Attendance.Daily.Returning%]	Indicates whether or not the “Returning” checkbox is checked on an Out record.

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Discipline Data Set

The **Discipline** data set allows users to retrieve information about students' discipline referrals for the specified school year specified in the Create Document UI.

Options available on the Create Document screen include the following:

1. All Offender Referrals for: Select a year from the school year drop-down. Use this option to return all offender referrals for the selected school year without specifying any further criteria.
2. Specify:
   A. Offender/Victim radio buttons: Use these to limit the data to the appropriate type of referral.
   B. Date Range (From…To): Select a date range to limit the data to a specific timeframe. By default, the From date is set to the start of the current school year and the To date is set to the current date.
      i. Radio buttons allow the user to specify whether these dates should reflect the incident date, the assigned date, or the served date (assigned and served will only return records that have a disposition with a corresponding assigned or served date).
   C. Offense options: Use these options to specify which offenses should be returned.
      i. Offense drop-down: Select "Any" or choose a value from the Offense drop-down to return only the selected offense.
      ii. VADIR Offenses Only: Use this radio button to return only those offenses that are designated as VADIR offenses in Maintenance > Discipline > Discipline Type.
   D. Disposition options: Use these options to specify which dispositions should be returned.
      i. Disposition drop-down: Select "Any" or choose a value from the Disposition drop-down to return only the selected disposition.
      ii. Disposition Category: Select the Disposition Category radio button to return data based on a category rather than a specific disposition. The checkboxes available for discipline categories include the following: Is Counseling or Treatment, Is Teacher Removal, Is Detention, Is ISS, Is OSS, Is Transfer to Alternate Education, and Is Law Enforcement or Juvenile Justice. These categories reflect the various Disposition Types as defined in Maintenance > Discipline > Disposition.
3. Print Order: The order in the courses will be sorted in the table. Options include:
   - Date of Incident Ascending
   - Date of Incident Descending
   - Date Seen Ascending
   - Date Seen Descending

Discipline Data Set Keywords

Keyword	Definition
[%Discipline.IncidentDate%]	Incident date (formatted mm/dd/yy)

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[%Discipline.IncidentTime%]	Incident time (formatted hh:mm A/PM, blank if midnight or if marked as “unknown”) ***Note:*** Not all districts use this option on referrals.
[%Discipline.CreatorSalutation%]	Discipline referral creator salutation
[%Discipline.CreatorFirstName%]	Discipline referral creator first name
[%Discipline.CreatorLastName%]	Discipline referral creator last name
[%Discipline.ReportedOnDate%]	The date the referral was created in school**tool** (formatted mm/dd/yy)
[%Discipline.DuringSchoolHours%]	Indicates whether or not incident occurred during school hours (displayed as “yes” or “no”)
[%Discipline.PersonType%]	Indicates whether the student was the offender or the victim
[%Discipline.Building%]	Building associated with the incident
[%Discipline.SchoolLevel%]	School level associated with the incident
[%Discipline.SeenDate%]	Date Seen as recorded on Referral (formatted mm/dd/yy)
[%Discipline.FacultyFirstName%]	First name of faculty member listed on referral
[%Discipline.FacultyLastName%]	Last name of faculty member listed on referral
[%Discipline.FacultySalutation%]	Salutation for faculty member listed on referral
[%Discipline.Location%]	Location of incident
[%Discipline.LocationType%]	Location type of incident (displays “School Property,” “Transportation,” or “Off Campus”)
[%Discipline.Incidents%]	Offense(s) on referral (comma delimited string of offenses)
[%Discipline.IsVadir%]	Indicates whether or not the incident is a VADIR offense (displayed as “yes” or “no”)
[%Discipline.VadirCode%]	Code of most severe VADIR offence listed on referral
[%Discipline.VadirDescription%]	Description of most severe VADIR offence listed on referral
[%Discipline.InvolvingAlcoholDrugs%]	Indicates whether or not the most severe VADIR incident is marked as “Involving Alcohol/Drugs” (displayed as “yes” or “no”)
[%Discipline.WithWeapons%]	Indicates whether or not the most severe VADIR incident

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	is marked as “With Weapons” (displayed as “yes” or “no”)
[%Discipline.Weapon%]	Displays the selected weapon if VADIR incident is marked as “With Weapons”
[%Discipline.GangRelated%]	Indicates whether or not the most severe VADIR incident is marked as “Gang Related” (displayed as “yes” or “no”)
[%Discipline.BiasRelated%]	Indicates whether or not the most severe VADIR incident is marked as “Bias Related” (displayed as “yes” or “no”)
[%Discipline.Dispositions%]	Disposition(s) on referral (comma delimited string of all dispositions) If a shared disposition is included it will be labeled as “Shared.”
[%Discipline.DispositionDates%]	Disposition date(s) for dispositions on referral (comma delimited string of disposition dates).
[%Discipline.DispositionsAllWithDates%]	All dispositions assigned to a referral and the dates for which each disposition is assigned. Each disposition will be separated by a comma, with the date(s) assigned for each disposition displayed in parentheses (multiple dates for a disposition will be separated by a comma within the parentheses). If a shared disposition is included it will be labeled as “Shared.”
[%Discipline.ParentContactedDate%]	Date parent was contacted (formatted mm/dd/yy) ***Note:*** Not all districts use this option on referrals.
[%Discipline.ParentContactedTime%]	Time parent was contacted (formatted hh:mm AM/PM) ***Note:*** Not all districts use this option on referrals.
[%Discipline.Description%]	Description of incident on referral
[%Discipline.BehaviorOccurredBefore%]	Indicates whether or not the “Has this behavior occurred before?” option is set to Yes or No (displayed as “yes” or “no”) ***Note:*** Not all districts use this option on referrals.
[%Discipline.HowManyTimes%]	If behavior is marked as having occurred before, this will return the number selected from the “How many times?” drop-down. ***Note:*** Not all districts use this option on referrals.
[%Discipline.HasFBA%]	Indicates whether or not the “Student has an FBA” field was checked on the referral (displayed as “yes” or “no”) ***Note:*** Not all districts use this option on referrals.
[%Discipline.HasIEP%]	Indicates whether or not the “Student has an IEP” field

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	was checked on the referral (displayed as “yes” or “no”) ***Note:*** Not all districts use this option on referrals.
[%Discipline.ReasonForReferral%]	The text entered in the “Reason for Referral” field on the referral ***Note:*** Not all districts use this option on referrals.
[%Discipline.WarningLectures%]	Indicates whether or not the “Warning and lectures” option is checked under the “Corrective Steps” section on the referral (displayed as “yes” or “no”) ***Note:*** Not all districts use the “Corrective Steps” option on referrals.
[%Discipline.SpecialSeating%]	Indicates whether or not the “Special seating” option is checked under the “Corrective Steps” section on the referral (displayed as “yes” or “no”) ***Note:*** Not all districts use the “Corrective Steps” option on referrals.
[%Discipline.TimeOutOffice%]	Indicates whether or not the “Time out at the office” option is checked under the “Corrective Steps” section on the referral (displayed as “yes” or “no”) ***Note:*** Not all districts use the “Corrective Steps” option on referrals.
[%Discipline.ClassroomDetention%]	Indicates whether or not the “Classroom detention” option is checked under the “Corrective Steps” section on the referral (displayed as “yes” or “no”) ***Note:*** Not all districts use the “Corrective Steps” option on referrals.
[%Discipline.CounselorContacted%]	Indicates whether or not the “Counselor contact” option is checked under the “Corrective Steps” section on the referral (displayed as “yes” or “no”) ***Note:*** Not all districts use the “Corrective Steps” option on referrals.
[%Discipline.ParentContacted%]	Indicates whether or not the “Parent contact” option is checked under the “Corrective Steps” section on the referral (displayed as “yes” or “no”) ***Note:*** Not all districts use the “Corrective Steps” option on referrals.
[%Discipline.PreviousActionsTaken%]	The text entered in the “Previous Actions Taken” field on the referral (displayed as “yes” or “no”)

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	Note: Not all districts use this option on referrals.
[%Discipline.Comments%]	Text entered in the Comments field of the referral
[%Discipline.NumberNonDistrictVictims%]	The number of non-district victims on the referral
[%Discipline.NumberNonDistrictOffenders%]	The number of non-district offenders on the referral
[%Discipline.Victims%]	Lists all other victims on the referral (comma delimited list of first and last name, ordered alphabetically by last name). The student for whom the merge document is being generated will not appear in this list.
[%Discipline.Offenders%]	Lists all other offenders on the referral (comma delimited list of first and last name, ordered alphabetically by last name). The student for whom the merge document is being generated will not appear in this list.
[%Discipline.NumberOfDispositionPoints%]	The sum of all disposition points for this referral ***Note:*** Not all districts use Disposition Points on referrals.
[%Discipline.NumberOfIncidentPoints%]	The sum of all offense points for this referral ***Note:*** Not all districts use Offense Points on referrals.
[%Discipline.NumberOfPoints%]	The total number of discipline points (disposition points + offense points) for this referral ***Note:*** Not all districts use points on referrals.
[%Discipline.NumberOfISSDays%]	The number of ISS days assigned for this referral (partial day suspensions are counted as 1 day)
[%Discipline.NumberOfOSSDays%]	The number of OSS days assigned for this referral (partial day suspensions are counted as 1 day)
[%Discipline.NumberOfDetentionDays%]	The number of detention days assigned for this referral
[%Discipline.NumberOfIncidents%]	The number of offenses on this referral
[%Discipline.NumberOfDispositions%]	The number of dispositions on this referral

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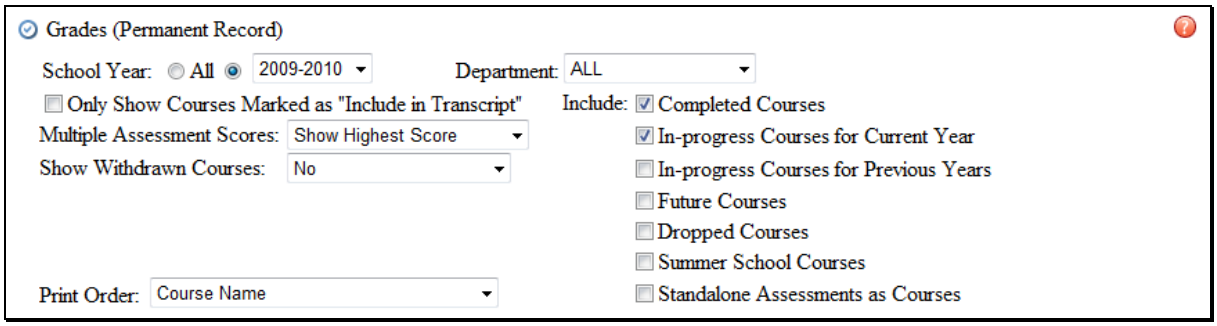
Grades (Permanent Record) Data Set

The **Grades (Permanent Record)** data set allows users to retrieve data for students' submitted grades (as seen on the **Counseling > Grades** tab) based on the options defined on the Create Document screen. Assessment data is returned based on keywords corresponding with the settings defined in the **Maintenance > Counseling > Assessment Type Mapping** area (see below for details on assessment type mapping).

Note: Data will always reflect the user's security rights for the "Respect Marking Period Publish Date" and "Respect Progress Report Publish Date" permissions in the Security Tree in Maintenance.



Options on the Create Document pre-screen include the following:

1. School Year (radio buttons): Determines the timeframe for which data will be returned.
   A. All: When All is selected, data meeting the specified criteria will be returned for all school years for which the student has grades.
   B. Year Drop-down: When a specific year is selected, data will be returned for that school year only. By default, this option is set to the current year.
2. Department (drop-down): This allows users to return data for all departments or limit it to a single department. This is set to All by default.
3. Only Show Courses Marked as "Include in Transcript" (checkbox): This option specifies whether data is returned for all courses that meet the specified criteria, or for only those marked as "Include in Transcript" in the Course Catalog. This option is unchecked by default.
4. Multiple Assessment Scores (drop-down): This option allows users to specify how data is returned when multiple scores exist for the same assessment. Choices include the following:
   A. Show Highest Score (selected by default): The data will return a single record for that assessment type and will display only the assessment with the highest score.
   B. Show Most Recent Score: The data will return a single record for that assessment type and will display only the score from the most recent instance of the assessment.
   C. Show All Scores: The data will return records for each instance of the assessment type and will display the score for each as appropriate. In XML documents each instance will be presented on a new line. In CSV files all instance will be presented in a single cell, and each instance will be separated by a "|" (pipe) character.

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5. Show Withdrawn Courses (drop-down): This option allows users to specify how data is returned for withdrawn courses. Choices include the following:
   A. No (selected by default): Withdrawn courses will not be included in the merge document.
   B. Withdraw Code: Withdrawn courses will be included in the merge document, along with the appropriate withdrawal code.
   C. Final Grade if Overridden: Withdrawn courses will be included in the merge document, with the final grade if one was entered by a Counselor. If the final grade was *not* overridden, the withdrawal code will display instead.
6. Include: These options determine which data is included for the specified criteria (School Year, Department, Include in Transcript, Multiple Assessments, and Withdrawn Course options).
   A. Completed Courses (checked by default): When checked, data will include all courses that have been completed for the selected criteria. Courses are considered "completed" when the student has received either a final grade or a grade note.
   B. Courses that are marked as dropped or withdrawn, or courses that are designated as Summer School, are not included regardless of whether a final grade or grade note has been assigned.
   C. In-progress Courses for Current Year (checked by default): When checked, data will include all courses that are in-progress for the current year. This option should only be checked if the School Year option is set to All or to the current year; if School Year is set to any value other than "All" or the current year, this option will be ignored.
   D. Courses are considered "in-progress" for the current year when the course is currently in session, has received at least one marking period grade, and has not yet received a final grade or grade note. Courses that are marked as dropped or withdrawn, or courses that are designated as Summer School, are not included regardless of whether a final grade or grade note has been assigned.
   E. In-progress Courses for Previous Years: When checked, data will include all courses that are in-progress for previous years. This option should only be checked if the School Year is set to "All" or to any year other than the current school year; if School Year is set to the current year, this option will be ignored.
   F. Courses are considered "in-progress" for previous years when the course has not received a final grade or grade note. Courses that are marked as dropped or withdrawn, or courses that are designated as Summer School, are not included regardless of whether a final grade or grade note has been assigned.
   G. Dropped Courses: When checked, data will include any course marked as "dropped" for the selected criteria.
   H. Future Courses: When checked, data will include all future courses (future courses are courses that are scheduled but have not yet started and have not yet received any grades).
   I. Summer School Courses: When checked, data will include courses designated as Summer School courses.
   J. Standalone Assessments as Courses: When checked, standalone assessments (exams not linked to courses) will be included. Any exam not linked to a course will show the assessment name in the Course Name field and the Assessment Name field. The Assessment score will be shown in the Course Final field and the Assessment Score field.
7. Print Order: Determines the order in which data will be presented for each selected student. Options include:
   A. Course Name (alphabetical)
   B. Course ID (ascending numeric)
   C. Department/Course Name (alphabetical by department, then alphabetical by course name)

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D. Department/Course ID (alphabetical by department, then ascending numeric by course ID)

E. School Year/Course Name (ascending school year then alphabetical by course name)

F. School Year/Course ID (ascending school year then ascending numeric by course ID)

G. School Year/Department/Course Name (ascending school year then alphabetical by department then alphabetical by course name)

H. School Year/Department/Course ID (ascending school year then alphabetical by department then ascending numeric by course ID)

Grades (Permanent Record) Data Set Keywords

The **Grades (Permanent Record)** data set allows users to retrieve data about students' grades (from the **Counseling > Grades tab**) based on the options selected on the Create document screen.

Keywords for the Grades (Permanent Record) data set include several pre-defined keywords, as described in the list below. In addition, this data set also uses several dynamic keywords to allow users to retrieve data based on their school's school year configuration and assessment type mapping. These keywords must be entered by the user based on the rules described below.

Marking Period Keywords:

The Grades (Permanent Record) data set allows users to retrieve marking period scores and comments for up to eight (8) marking periods. Marking period scores and comments may be retrieved using the following keyword formats: **[%Grade.Course.MP1Score%]** for marking period score and **[%Grade.Course.MP1Comment%]** for marking period comments. The keywords should be modified to indicate the appropriate marking period by changing "MP1" to "MP2", "MP3", and so on, up to "MP8", to retrieve the corresponding marking period data.

Note: If multiple comments exist for a given marking period, all comments will be returned for that marking period. In XML documents each comment will be presented on a new line. In CSV files all comments will be presented in a single cell, and each comment will be separated by a "|" (pipe) character.

Progress Report Keywords:

As with marking period keywords, progress report scores and comments may be retrieved using dynamic keywords. Progress report keywords accept up to twelve (12) progress intervals, using the following keyword formats: **[%Grade.Course.PR1Score%]** for progress report score and **[%Grade.Course.PR1Comment%]** for progress report comments. The keywords should be modified to indicate the appropriate progress interval by changing "PR1" to "PR2", "PR3", and so on, up to "PR12", to retrieve the corresponding progress report data.

Note: If multiple comments exist for a given progress report, all comments will be returned for that progress report. In XML documents each comment will be presented on a new line. In CSV files all comments will be presented in a single cell, and each comment will be separated by a "|" (pipe) character.

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Assessment Keywords:

Assessments are returned based on the Data Set Mapping defined in **Maintenance > Counseling > Assessment Type Mapping**, with the exception of midterms and any assessment type that is either not mapped or is mapped to "None." To reflect each assessment type, users must enter the appropriate keyword based on the following format: **[%Grade.Course.<TYPE><FIELD>%]**, where **<TYPE>** is the name of the screen and **<FIELD>** is the name of the field.

The assessment Type should be entered *exactly* as it is defined in Maintenance, including any spaces as well as the appropriate capitalization and/or punctuation within the Type name.

The following Fields are available for unmapped assessments:

- Name: Returns the Assessment Name
- Score: Returns the Assessment Score
- Date: Returns the Assessment Date
- Time: Returns the Assessment Time
- Code: Returns the Assessment Code (Absent/Unscorable/Exempt)
- NoteCode: Returns the Assessment Note Short Code (as defined in Maintenance)
- NoteText: Returns the Assessment Note Text (as defined in Maintenance)

For example, to retrieve data for the "Local" and "Component Retests" assessment types, users may enter the following keywords:

[%Grade.Course.LocalName%]

[%Grade.Course.LocalScore%]

[%Grade.Course.LocalDate%]

[%Grade.Course.LocalTime%]

[%Grade.Course.LocalCode%]

[%Grade.Course.LocalNoteCode%]

[%Grade.Course.LocalNoteText%]

[%Grade.Course.Component RetestsName%]

[%Grade.Course.Component RetestsScore%]

[%Grade.Course.Component RetestsDate%]

[%Grade.Course.Component RetestsTime%]

[%Grade.Course.Component RetestsCode%]

[%Grade.Course.Component RetestsNoteCode%]

[%Grade.Course.Component RetestsNoteText%]

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Fixed keywords are pre-defined and should not be modified. These include the following keywords:

Keyword	Definition
[%Grade.Course.SchoolYear%]	Course's school year
[%Grade.Course.Department%]	Course's department
[%Grade.Course.CourseID%]	Course ID
[%Grade.Course.CourseName%]	Course name
[%Grade.Course.Description%]	Course description (as defined in the course catalog)
[%Grade.Course.SectionNumber%]	Section number to which the student was assigned
[%Grade.Course.Semesters%]	Semesters to which the course was assigned
[%Grade.Course.Days%]	Days on which the course met
[%Grade.Course.StartPeriod%]	Start period for the course
[%Grade.Course.EndPeriod%]	End period for the course
[%Grade.Course.StartTime%]	Start time for the course
[%Grade.Course.EndTime%]	End time for the course
[%Grade.Course.Room%]	Room where the course met
[%Grade.Course.Team%]	Team to which the course was assigned
[%Grade.Course.Teachers%]	Teachers assigned to the course
[%Grade.Course.CreditAttempted%]	Credit value assigned to the course (as defined in the course catalog)
[%Grade.Course.EarnedCredit%]	Actual credit earned by the student for the course
[%Grade.Course.FinalGrade%]	Final grade submitted for the course
[%Grade.Course.NoneName%]	For assessments not mapped to a Dataset Mapping or those mapped to "None," the name of the assessment.

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[%Grade.Course.NoneScore%]	For assessments not mapped to a Dataset Mapping or those mapped to “None,” the score received on the assessment.
[%Grade.Course.NoneDate%]	For assessments not mapped to a Dataset Mapping or those mapped to “None,” the date of the assessment.
[%Grade.Course.NoneTime%]	For assessments not mapped to a Dataset Mapping or those mapped to “None,” the time of the assessment.
[%Grade.Course.NoneCode%]	For assessments not mapped to a Dataset Mapping or those mapped to “None,” the code for the assessment.
[%Grade.Course.NoneNoteCode%]	For assessments not mapped to a Dataset Mapping or for those mapped to “None,” the Assessment Note Short Code (as defined in Maintenance)
[%Grade.Course.NoneNoteText%]	For assessments not mapped to a Dataset Mapping or for those mapped to “None,” the Assessment Note Text (as defined in Maintenance)
[%Grade.Course.MidtermName%]	The name of the midterm
[%Grade.Course.MidtermScore%]	The score received on the midterm
[%Grade.Course.MidtermDate%]	The date of the midterm
[%Grade.Course.MidtermTime%]	The time of the midterm
[%Grade.Course.MidtermCode%]	The code for the midterm
[%Grade.Course.MidtermNoteCode%]	The Assessment Note Short Code (as defined in Maintenance)
[%Grade.Course.MidtermNoteText%]	The Assessment Note Text (as defined in Maintenance)
[%Grade.Course.SummerSchool%]	Indicates whether or not the course is designated as “Summer School” (displays “Summer School” if appropriate, otherwise is blank)
[%Grade.Course.TransferredIn%]	Indicates whether or not the course is designated as “Transferred In” (displays “Transferred in” if appropriate, otherwise is blank)
[%Grade.Course.InProgressAverage%]	The in progress average for the course

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[%Grade.Course.WithdrawDate%]	The date the course was withdrawn, if any
[%Grade.Course.DropDate%]	The date the course was dropped, if any

Program Services Data Set

The **Program Services** data set allows users to retrieve information about students' program service records for the specified school year specified in the Create Document UI.

Options available on the Create Document screen include the following:

1. Program Service: The program service for which data will be returned. Select "All" or choose a specific program service from the list. If a specific program service is selected, additional options appropriate to that service will appear.
2. Currently Active / Active Between: Use these radio buttons to specify which program service records should be included.
   A. Currently Active: This option includes only program service records that are currently active.
   B. Active Between: Enter a start date and end date to search for any records that were active during a specific date range.
3. Print Order: The order in the records will be sorted in the table. Options include:
   - Start Date Ascending
   - Start Date Descending

Program Services Data Set Keywords

Data is returned based on the options set on the Create Document screen; therefore, if a specific program service keyword is used in the master document, but a different program service is selected on the Create Document screen, the merge will not return any data for the keyword.

Keyword	Definition
[%PS.Name%]	Program service name
[%PS.Type%]	Program service type
[%PS.StartDate%]	Program service start date
[%PS.EndDate%]	Program service end date
[%PS.Provider%]	Program service provider
AIS Keywords:	
[%PS.AIS.Name%]	Program service name (AIS)
[%PS.AIS.Type%]	AIS service type
[%PS.AIS.StartDate%]	AIS service start date
[%PS.AIS.EndDate%]	AIS service end date

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[%PS.AIS.Provider%]	AIS service provider
[%PS.AIS.EntryReason%]	AIS service entry reason
[%PS.AIS.ExitReason%]	AIS service exit reason
[%PS.AIS.SubjectArea%]	AIS service subject area
[%PS.AIS.SupportService%]	AIS service support service
[%PS.AIS.FrequencyIntensity%]	AIS service frequency/intensity
[%PS.AIS.FacultyLastName%]	AIS service faculty last name
[%PS.AIS.FacultyFirstName%]	AIS service faculty first name
[%PS.AIS.InterventionType%]	AIS service intervention type
[%PS.AIS.Comments%]	AIS service commens
Alternate Assessment Keywords:	
[%PS.AltAssessment.Name%]	Program service name (Alternate Assessment)
[%PS.AltAssessment.Type%]	Alternate Assessment service type
[%PS.AltAssessment.StartDate%]	Alternate Assessment service start date
[%PS.AltAssessment.EndDate%]	Alternate Assessment service end date
[%PS.AltAssessment.Provider%]	Alternate Assessment service provider
CIP Keywords:	
[%PS.CIP.Name%]	Program service name (CIP)
[%PS.CIP.Type%]	CIP service type
[%PS.CIP.StartDate%]	CIP service start date
[%PS.CIP.EndDate%]	CIP service end date
[%PS.CIP.Provider%]	CIP service provider
[%PS.CIP.ExitReason%]	CIP service exit reason
[%PS.CIP.Mode%]	CIP service mode
[%PS.CIP.Intensity%]	CIP service intensity
Disability Keywords:	
[%PS.Disability.Name%]	Program service name (Disability)
[%PS.Disability.Type%]	Disability service type
[%PS.Disability.StartDate%]	Disability service start date
[%PS.Disability.EndDate%]	Disability service end date
[%PS.Disability.Provider%]	Disability service provider
[%PS.Disability.ExitReason%]	Disability service exit reason
Exempt LEP/ELL Keywords:	
[%PS.ExemptLEPELL.Name%]	Program service name (Exempt LEP/ELL)
[%PS.ExemptLEPELL.Type%]	Exempt LEP/ELL service type
[%PS.ExemptLEPELL.StartDate%]	Exempt LEP/ELL service start date

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[%PS.ExemptLEPELL.EndDate%]	Exempt LEP/ELL service end date
[%PS.ExemptLEPELL.Provider%]	Exempt LEP/ELL service provider
Funding Keywords:	
[%PS.Funding.Name%]	Program Service name (Funding)
[%PS.Funding.Type%]	Funding service type
[%PS.Funding.StartDate%]	Funding service start date
[%PS.Funding.EndDate%]	Funding service end date
[%PS.Funding.Provider%]	Funding service provider
IEP Keywords:	
[%PS.IEP.Name%]	Program service name (IEP)
[%PS.IEP.Type%]	IEP service type
[%PS.IEP.StartDate%]	IEP service start date
[%PS.IEP.EndDate%]	IEP service end date
[%PS.IEP.Provider%]	IEP service provider
LEP/ELL Keywords:	
[%PS.LEPELL.Name%]	Program service name (LEP/ELL)
[%PS.LEPELL.Type%]	LEP/ELL service type
[%PS.LEPELL.StartDate%]	LEP/ELL service start date
[%PS.LEPELL.EndDate%]	LEP/ELL service end date
[%PS.LEPELL.Provider%]	LEP/ELL service provider
[%PS.LEPELL.Program%]	LEP/ELL service program
[%PS.LEPELL.ExitReason%]	LEP/ELL service exit reason
Level of Integration Keywords:	
[%PS.LOI.Name%]	Program service name (Level of Integration)
[%PS.LOI.Type%]	Level of Integration service type
[%PS.LOI.StartDate%]	Level of Integration service start date
[%PS.LOI.EndDate%]	Level of Integration service end date
[%PS.LOI.Provider%]	Level of Integration service provider
Other Program Services Keywords:	
[%PS.OtherProgram.Name%]	Program service name (Other)
[%PS.OtherProgram.Type%]	Other service type
[%PS.OtherProgram.StartDate%]	Other service start date
[%PS.OtherProgram.EndDate%]	Other service end date
[%PS.OtherProgram.Provider%]	Other service provider
Section 504 Keywords:	
[%PS.504.Name%]	Program service name (Section 504)

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[%PS.504.Type%]	Section 504 service type
[%PS.504.StartDate%]	Section 504 service start date
[%PS.504.EndDate%]	Section 504 service end date
[%PS.504.Provider%]	Section 504 service provider
Section 504 Safety Net Keywords:	
[%PS.Section504SafetyNet.Name%]	Program service name (Section 504 Safety Net)
[%PS.504SafetyNet.Type%]	Section 504 Safety Net service type
[%PS.504SafetyNet.StartDate%]	Section 504 Safety Net service start date
[%PS.504SafetyNet.EndDate%]	Section 504 Safety Net service end date
[%PS.504SafetyNet.Provider%]	Section 504 Safety Net service provider
Special Program Keywords:	
[%PS.SpecialProgram.Name%]	Program service name (Special Program)
[%PS.SpecialProgram.Type%]	Special Program type
[%PS.SpecialProgram.StartDate%]	Special Program start date
[%PS.SpecialProgram.EndDate%]	Special Program end date
[%PS.SpecialProgram.Provider%]	Special Program provider
[%PS.SpecialProgram.Frequency%]	Special Program frequency (number of times per interval); only applies to Special Programs that are billed weekly.
[%PS.SpecialProgram.FTE%]	Special Program FTE (full time equivalent) value; only applies to Special Programs that are billed yearly.
[%PS.SpecialProgram.GroupOrIndividual%]	Special Program group or individual designation
[%PS.SpecialProgram.FacultyFirstName%]	Special Program faculty first name
[%PS.SpecialProgram.FacultyLastName%]	Special Program faculty last name
[PS.SpecialProgram.AssociatedProgram%]	Program associated with the Related Service record

Schedules Data Set

The **Schedules** data set allows users to retrieve data about student schedules for the year specified in the Create Document UI. Depending on how the options are configured in the UI, courses that were selected but not scheduled can be included using this data set.

Options available on the Create Document screen include the following:

1. School Year: The school year for which data will be returned.
2. Include Missing Courses: When checked, the output will include students' course selections that have not yet been scheduled.
3. Print Order: The order in the courses will be sorted in the table. Options include:
    - Course Name (the default)
    - Course ID

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- Department/Course Name (sorts first by department, then by course name)
- Department/Course ID (sorts first by department, then by course ID)
- Semester/Period (sorts first by semester, then by period)
- Period/Semester (sorts first by period, then by semester)
- Teacher(s)

Schedules Data Set Keywords

Keyword	Definition
[%Schedule.Department%]	Department
[%Schedule.CourseID%]	Course ID
[%Schedule.CourseName%]	Course name
[%Schedule.StartTime%]	Time at which course starts
[%Schedule.EndTime%]	Time at which course ends
[%Schedule.StartPeriod%]	Period in which course starts
[%Schedule.EndPeriod%]	Period in which course ends
[%Schedule.Days%]	Days course is scheduled
[%Schedule.Semesters%]	Semesters course is scheduled
[%Schedule.Room%]	Room where course is held
[%Schedule.Teachers%]	Teacher(s) assigned to course
[%Schedule.Section%]	Course section number
[%Schedule.Team%]	Team
[%Schedule.Description%]	Course description
[%Schedule.Credit%]	Course credit value

Selections Data Set

The **Selections** data set allows users to retrieve information about students' course selections for the specified school year specified in the Create Document UI.

Options available on the Create Document screen include the following:

1. School Year: The school year for which data will be returned.
2. Print Order: This is order in the records will be sorted in the table. Options include:
    - Course Name (the default)
    - Course ID
    - Department/Course Name (sorts first by department, then by course name)
    - Department/Course ID (sorts first by department, then by course ID)

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Selections Data Set Keywords

Keyword	Definition
[%Selection.CourseName%]	Course name
[%Selection.CourseID%]	Course ID
[%Selection.Department%]	Department
[%Selection.Description%]	Course description
[%Selection.Credit%]	Course credit value

Transportation Data Set

The **Transportation** data set allows users to retrieve data about students' transportation schedules as defined on the student record from within the Transportation module. Because this information is not stored on a per-school year basis, the Create Document screen does not include any filters for this data set. When the Transportation data set is expanded, the user will see a message to indicate that this data set is active.

Transportation Data Set Keywords

Student transportation schedules include individual selections for both AM and PM transportation for all school days. Because a student may have different selections for each one of these combinations (e.g., Monday AM vs. Tuesday PM), keywords must reflect both the day of the week, AM or PM, and the field name. Therefore, the Transportation data set keywords are defined according to the following format: [%Transportation.**<DAY><TIME><FIELD>**%], where **<DAY>** represents the day of the week, **<TIME>** represents either AM or PM, and **<FIELD>** represents the fields as indicated in the table below.

For the sake of simplicity, this table includes only Monday AM keywords. The **<DAY>** and **<TIME>** portions of these keywords may be replaced with any other combination of school day and AM or PM to retrieve data for additional days/times. To obtain a student's full transportation schedule, the master document should contain all combinations of days and times (e.g., enter [%Transportation.**MondayAM**Mode%], [%Transportation.**MondayPM**Mode%], **…**, [%Transportation.**FridayAM**Mode%], [%Transportation.**FridayPM**Mode%] to return the student's mode of transportation for the entire week).

Using the keywords as described above, users can retrieve the following information: Mode, Location, Phone Number, Address, and Dwelling Type.

Keyword	Definition
[%Transportation.MondayAMMode%]	Student's mode of transportation for Monday AM. This shows either the bus name or the selected mode of transportation (as defined in Transportation > Maintenance

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	> Other).
[%Transportation.MondayAMLocation%]	Student's selected location for Monday AM. This shows either the contact name, the location name (as defined in Transportation > Maintenance > Location), or the free text entered in the "Other Location" field
[%Transportation.MondayAMPhoneNumber%]	Phone number tied to the location (or contact) Monday AM Location. This will be blank if the location is a free text "Other Location."
[%Transportation.MondayAMAddress%]	Address tied to the location (or contact) assigned to the Monday AM Location, which displays "Address Line 1, Unit #, Address Line 2" as a single field. This will be blank if the location is a free text "Other Location."
[%Transportation.MondayAMAddress1%]	Address line 1 (including Unit #) tied to the location (or contact) assigned to the Monday AM Location. This will be blank if the location is a free text "Other Location."
[%Transportation.MondayAMAddress2%]	Address line 2 tied to the location (or contact) assigned to the Monday AM Location. This will be blank if the location is a free text "Other Location."
[%Transportation.MondayAMUnit%]	Unit # tied to the location (or contact) assigned to the Monday AM Location. This will be blank if the location is a free text "Other Location."
[%Transportation.MondayAMCityStateZip%]	City, State, and Zip tied to the location (or contact) assigned to the Monday AM Location, which displays "City, State Zip" as a single field. This will be blank if the location is a free text "Other Location."
[%Transportation.MondayAMCity%]	City tied to the location (or contact) assigned to the Monday AM Location. This will be blank if the location is a free text "Other Location."
[%Transportation.MondayAMState%]	State tied to the location (or contact) assigned to the Monday AM Location. This will be blank if the location is a free text "Other Location."
[%Transportation.MondayAMZipCode%]	Zip code tied to the location (or contact) assigned to the Monday AM Location. This will be blank if the location is a free text "Other Location."
[%Transportation.MondayAMDwellingType%]	Dwelling type associated with the address of the location (or contact) assigned to the Monday AM Location. This will be blank if the location is a free text "Other Location."

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User Defined Screens Data Set

The **User Defined Screens** data set allows users to retrieve data about students' User Defined Screens records. Data is returned based on the options set on the Create Document screen; therefore, if a specific user defined screen keyword is used in the master document, but a different user defined screen is selected on the Create Document screen, the merge will not return any data for the keyword.

Options include:

1. User Defined Screen (drop-down): This drop-down provides a list of all User Defined Screens to which the user has access. Select the appropriate value from the list to return data for that screen. The active fields for the selected screen will appear to allow the user to further specify which records should be returned.
2. Currently Active / Active Between: Use these radio buttons to specify which User Defined Screen records should be included.
   A. Currently Active: This option includes only records that are currently active.
   B. Active Between: Enter a start date and end date to search for any records that were active during a specific date range (these dates both default to the current date when this option is selected).
3. User Defined Screen-specific fields: All active fields for the selected User Defined Screen will appear here and will display the field type. The user may enter text or numbers, or may select radio button options, as appropriate to return records matching the specified criteria.

   Any drop-downs configured in Maintenance for this User Defined Screen will also appear in this data set, and the user may select any item from the drop-down to return records matching that value.
4. Print Order: The order in the records will be sorted in the table. Options include:
   - Date Ascending
   - Date Descending

User Defined Screens Data Set Keywords

Because the User Defined Screens keywords are specific to the selected user defined screen, the keywords for this data set are not pre-defined and must be entered by the user according to the following format: **[%UDS.<SCREEN>.<FIELD>%]**, where **<SCREEN>** is the name of the screen and **<FIELD>** is the name of the field. Both the screen name and the field name should be entered *exactly* as they are defined in Maintenance, including any spaces.

For example, records for a user defined screen called "Parking Assignment" might have fields titled License Plate, Parking Lot, and Parking Permit Number. The keywords for this user defined screen would be defined as follows:

[%UDS.Parking Assignment.License Plate%]

[%UDS.Parking Assignment.Parking Lot%]

[%UDS.Parking Assignment.Parking Permit Number%]

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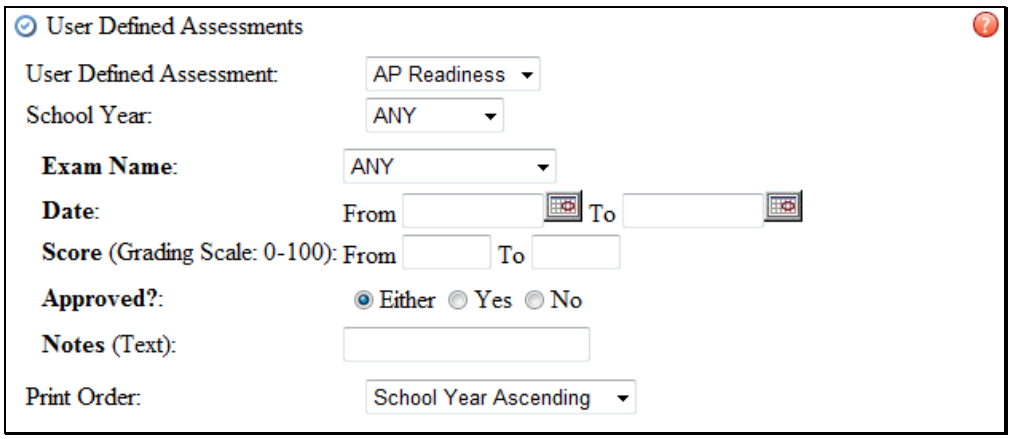
In addition to the fields defined in Maintenance, all user defined screen records have Start Date and End Date fields, which may also be used as keywords, using “StartDate” and “EndDate,” *without spaces*, as the field name (for example, [%UDS.Parking Assignment.StartDate%] would be the keyword for the Parking Assignment screen).

User Defined Assessments Data Set

The **User Defined Assessments** data set allows users to retrieve data about students’ User Defined Assessment records. Data is returned based on the options set on the Create Document screen; therefore, if a specific user defined assessment keyword is used in the master document, but a different user defined assessment is selected on the Create Document screen, the merge will not return any data for the keyword.



Data set options include:

- User Defined Assessment (drop-down): This drop-down provides a list of all User Defined Assessments to which the user has access. Select the appropriate value from the list to return data for that assessment. The screen will display all fields defined (including any inactive fields) for the selected assessment to allow the user to further specify which records should be returned.
- School Year (drop-down): Use this drop-down to specify a school year for which User Defined Assessments records should be included (or select ANY to show records for any school year).
- User Defined Assessment-specific fields: All active fields for the selected User Defined Assessment will appear here and will display the field type. The user may enter text or numbers, select radio button options, or select values from drop-downs as appropriate to return records matching the specified criteria. Any fields marked as “inactive” in Maintenance for that User Defined Assessment will be available here, allowing users to include historical data as needed.

  Any drop-downs configured in Maintenance for this User Defined Assessment will also appear in this data set, and the user may select any item from the drop-down to return records matching that value.

  For User Defined Assessments using alpha grading scales, values for those fields will be returned as the symbol for that value rather than the full text (for example, a score of “Exceeds Expectations” might display “4+” instead). This is based on Grading Scale settings defined in Maintenance.
- Print Order: The order in the records will be sorted in the table. Options include:
  - School Year Ascending

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- School Year Descending

User Defined Assessments Data Set Keywords

Because the User Defined Assessments keywords are specific to the selected user defined assessment, the keywords for this data set are not pre-defined and must be entered by the user according to the following format: **[%UDA.<ASSESSMENT>.<FIELD>%]**, where **<ASSESSMENT>** is the name of the assessment and **<FIELD>** is the name of the field. Both the assessment name and the field names should be entered *exactly* as they are defined in Maintenance, including any spaces or punctuation.

For example, records for a user defined assessment called "AP Readiness" might have fields titled "Exam Name", "Date", "Score", "Approved?" and "Notes". The keywords for this user defined assessment would be defined as follows:

[%UDA.AP Readiness.Exam Name%]

[%UDA.AP Readiness.Date%]

[%UDA.AP Readiness.Score%]

[%UDA.AP Readiness.Approved?%]

[%UDA.AP Readiness.Notes%]

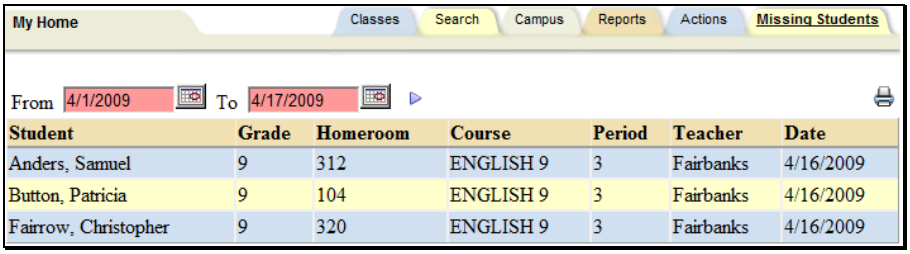
In addition to the fields defined in Maintenance, all user defined screen records are associated with a school year, which may also be used as a keywords. The school year keyword should always be entered using "SchoolYear" *without spaces*, as the field name (for example, [%UDA.AP Readiness.SchoolYear%] would be the keyword for the AP Readiness assessment).

Campus Tab

All users see this tab. This tab lists any pertinent school information, cycle days, announcements, etc.

Missing Students Tab

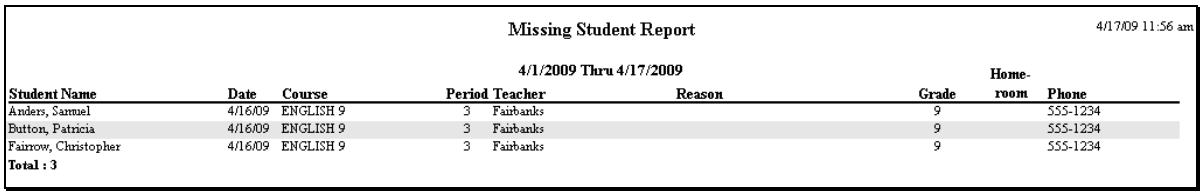
The Missing Students tab only displays for teachers. This tab will show a teacher a list of unresolved course absences for the specified date range. The list will display all students who are assigned to one of that teacher's classes. This list may be sorted by any column simply by clicking on that column's heading.



Student	Grade	Homeroom	Course	Period	Teacher	Date
Anders, Samuel	9	312	ENGLISH 9	3	Fairbanks	4/16/2009
Button, Patricia	9	104	ENGLISH 9	3	Fairbanks	4/16/2009
Fairrow, Christopher	9	320	ENGLISH 9	3	Fairbanks	4/16/2009

Note: This list only shows unresolved course absences for the *current* year. In addition, the Missing Students tab is only visible for teachers who have classes for that school year.

Teachers also have the option to print the list of missing students list. After clicking the Missing Students Report button, the report will generate in a new window. The report will respect the on-screen sort order and the specified date range.



Missing Student Report

4/17/09 11:56 am

4/1/2009 Thru 4/17/2009

Student Name	Date	Course	Period	Teacher	Reason	Grade	Home-room	Phone
Anders, Samuel	4/16/09	ENGLISH 9	3	Fairbanks		9		555-1234
Button, Patricia	4/16/09	ENGLISH 9	3	Fairbanks		9		555-1234
Fairrow, Christopher	4/16/09	ENGLISH 9	3	Fairbanks		9		555-1234

Total : 3

Reports Tab

The Reports tab is only visible for faculty members, and does not appear if the current year's Master Schedule is unlocked. You will only see a list of reports here if you have classes listed *and* the appropriate user permissions.

If you have reports listed in this tab, you may click on the appropriate Select button to choose the report you want to run. Some reports will automatically generate and will open in a new window. Other reports require user input before they can be run (dates or date ranges, for example).

Note: Access to specific reports is based on user permissions, and not all teachers will have access to all reports.

Minutes Verification and Override

The **Minutes Verification and Override** screen allows teachers to review course minutes per relationship and, if they have the appropriate permissions, manage overrides for relationship minutes, and responsibility weight for data warehouse exports. The screen shows only that teacher's students. Depending on the user's permissions, the screen may include options to View Minutes, Edit Override Values for Export, or both.

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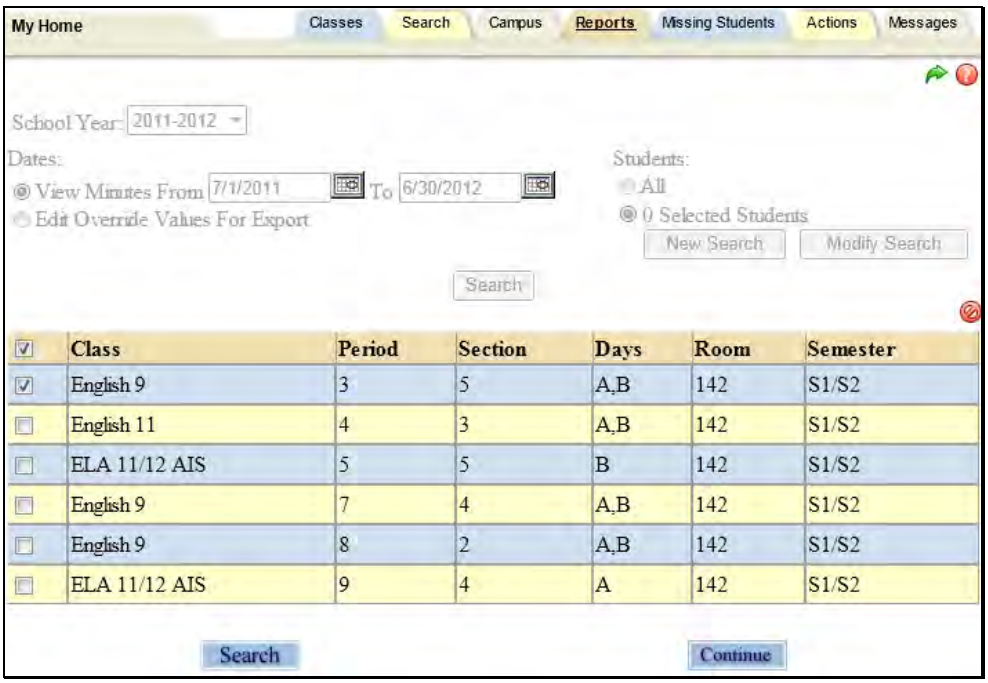
1. To begin, select a school year from the drop down.
2. Select whether to View Minutes or Edit Override Values for Export (these options are available based on permissions; View will present the results in read-only mode, while Edit will allow users to add, edit, or clear overrides).
   A. If the View option was selected, users can specify a Date Range. The results list will show records where a relationship existed during the selected dates; all minutes calculations will be performed based on these dates, allowing users to see the minutes accumulated for a relationship for that date range.

Note: When the Edit option is selected, records will reflect the selected school year; users will not be able to specify a date range due to the nature of minutes calculations.

3. Select Students (all students or specific students using the class list or batch selector).
   A. When a user clicks the Select Students option, the screen will refresh to show the teacher's class list or the batch selector. Select the appropriate students and click Continue (or click Cancel to return to the main screen).



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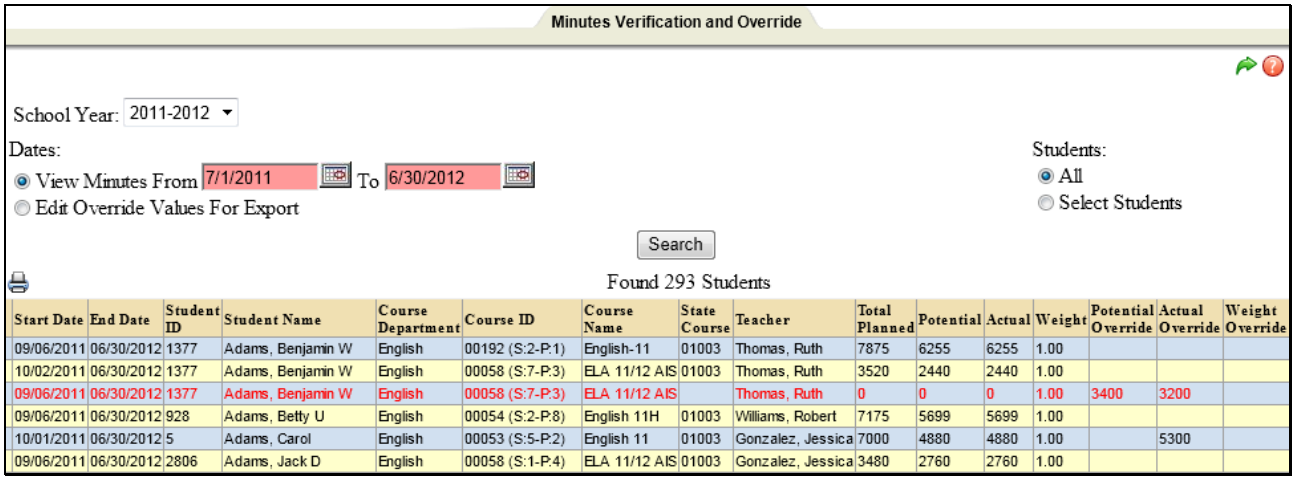
B. Once students are selected, the radio button will show “Selected Students” (including the number of students selected). Click New Search to clear the search and find a new group of students or click Modify Search to return to the previous search criteria.

4. Click the Search button at the bottom of the screen to generate the results list (results will only include rows for courses that are mapped to a state course).

   The results list will display any relationships that meet the selected filter criteria (if in View mode, the list will be presented in read-only mode). The list will include relationship start and end dates, the student ID and name, the course department, ID (including section number and period), course name, state course code, and teacher. It will also include calculated values for Total Planned, Potential, and Actual Minutes, Responsibility Weight, and any existing overrides for Potential Minutes, Actual Minutes, and Weight values.

   Records in red text indicate that a Minutes override was added but that row is no longer valid due to underlying data issues (for example, if a schedule effective date is modified after the student has been given a minutes override). These rows will show “0” for the calculated minute columns.



Start Date	End Date	Student ID	Student Name	Course Department	Course ID	Course Name	State Course	Teacher	Total Planned	Potential	Actual	Weight	Potential Override	Actual Override	Weight Override
09/06/2011	06/30/2012	1377	Adams, Benjamin W	English	00192 (S:2-P:1)	English-11	01003	Thomas, Ruth	7875	6255	6255	1.00			
10/02/2011	06/30/2012	1377	Adams, Benjamin W	English	00058 (S:7-P:3)	ELA 11/12 AIS	01003	Thomas, Ruth	3520	2440	2440	1.00			
09/06/2011	06/30/2012	1377	Adams, Benjamin W	English	00058 (S:7-P:3)	ELA 11/12 AIS		Thomas, Ruth	0	0	0	1.00	3400	3200	
09/06/2011	06/30/2012	928	Adams, Betty U	English	00054 (S:2-P:8)	English 11H	01003	Williams, Robert	7175	5699	5699	1.00			
10/01/2011	06/30/2012	5	Adams, Carol	English	00053 (S:5-P:2)	English 11	01003	Gonzalez, Jessica	7000	4880	4880	1.00		5300	
09/06/2011	06/30/2012	2806	Adams, Jack D	English	00058 (S:1-P:4)	ELA 11/12 AIS	01003	Gonzalez, Jessica	3480	2760	2760	1.00			

Definitions:

- Total Planned: This field is the number of minutes that the course has met (or planned to meet) for the school year. This is based on the number of ‘sessions’ a course/section has met and the minutes – derived from one of the three options described below. The sessions will use all weekdays that are associated with a semester and are not set to ‘Students Off’ in the Maintenance > School Year > Calendar area.
- Potential: This field is based on the Total Planned Class time with the following exceptions:
  - The minutes calculation will start with the Relationship Start Date and proceed to the Relationship End Date.
  - When a date range is selected, this calculation will only include minutes within that date range.

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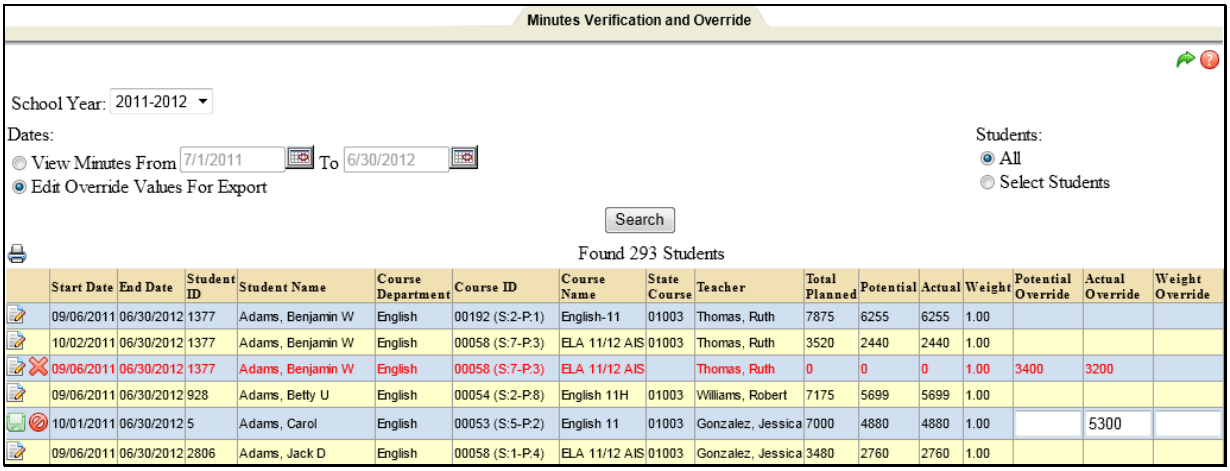
- Actual: This field is based on the Potential Student Instructional Time but will NOT include any sessions that occur on a date for which the student has a daily absence or a period absence for the given course/section.
- Weight: This is a number between 0 and 1 representing the percent allocation of responsibility for instruction assigned to this teacher and student.

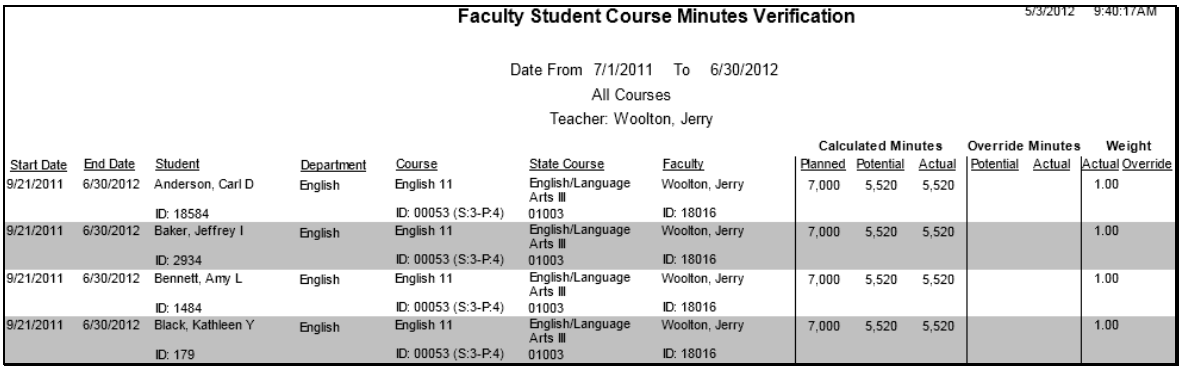
When in Override Mode, Edit and Delete buttons may appear beside rows in this list. To add or modify an override, click the Edit button and modify the fields at the far right of the list as desired. Be sure to Save when done to apply changes.



Start Date	End Date	Student ID	Student Name	Course Department	Course ID	Course Name	State Course	Teacher	Total Planned	Potential	Actual	Weight	Potential Override	Actual Override	Weight Override
09/06/2011	06/30/2012	1377	Adams, Benjamin W	English	00192 (S:2-P:1)	English-11	01003	Thomas, Ruth	7875	6255	6255	1.00			
10/02/2011	06/30/2012	1377	Adams, Benjamin W	English	00058 (S:7-P:3)	ELA 11/12 AIS	01003	Thomas, Ruth	3520	2440	2440	1.00			
09/06/2011	06/30/2012	1377	Adams, Benjamin W	English	00058 (S:7-P:3)	ELA 11/12 AIS		Thomas, Ruth	0	0	0	1.00	3400	3200	
09/06/2011	06/30/2012	928	Adams, Betty U	English	00054 (S:2-P:8)	English 11H	01003	Williams, Robert	7175	5699	5699	1.00			
10/01/2011	06/30/2012	5	Adams, Carol	English	00053 (S:5-P:2)	English 11	01003	Gonzalez, Jessica	7000	4880	4880	1.00		5300	
09/06/2011	06/30/2012	2806	Adams, Jack D	English	00058 (S:1-P:4)	ELA 11/12 AIS	01003	Gonzalez, Jessica	3480	2760	2760	1.00			

The Delete button clears all override values that the user has rights to override for a given row. It will only be available when an override exists. When clearing overrides for an invalid row (shown in red), that entire row will be removed from the list.

5. Print the report if desired. The report will respect any on-screen sort order.



Start Date	End Date	Student	Department	Course	State Course	Faculty	Calculated Minutes Planned	Calculated Minutes Potential	Calculated Minutes Actual	Override Minutes Potential	Override Minutes Actual	Weight Actual	Weight Override
9/21/2011	6/30/2012	Anderson, Carl D ID: 18584	English	English 11 ID: 00053 (S:3-P:4)	English/Language Arts III 01003	Woolton, Jerry ID: 18016	7,000	5,520	5,520			1.00	
9/21/2011	6/30/2012	Baker, Jeffrey I ID: 2934	English	English 11 ID: 00053 (S:3-P:4)	English/Language Arts III 01003	Woolton, Jerry ID: 18016	7,000	5,520	5,520			1.00	
9/21/2011	6/30/2012	Bennett, Amy L ID: 1484	English	English 11 ID: 00053 (S:3-P:4)	English/Language Arts III 01003	Woolton, Jerry ID: 18016	7,000	5,520	5,520			1.00	
9/21/2011	6/30/2012	Black, Kathleen Y ID: 179	English	English 11 ID: 00053 (S:3-P:4)	English/Language Arts III 01003	Woolton, Jerry ID: 18016	7,000	5,520	5,520			1.00	

Search Tab

This is the default **My Home** tab used for all users except Parents and Teachers who have classes. This tab allows you to search for a student. There are two methods for searching: Basic Search and Advanced Search (Batch Selector). Search rights are based on user permissions and may not be visible for all users. For detailed instructions on using Advanced Search, see the *Batch Selector User Guide.*

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Quick Search

From the top of any school**tool** screen, a search control exists that can be used to search for student records without navigating back to the main search screen of the current module. To use the Quick Search feature, simply enter text in the search box at the top of the screen, and click on the Search button.

Note: Access to the Quick Search feature is based on user permissions. If a user does not have the rights to perform general school**tool** searches, the user will not be provided with a Quick Search bar.

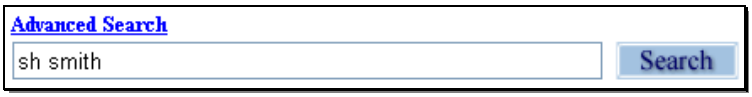
All searches will be performed from within the main search window of the current module. For instance, using the new Quick Search feature from within the Attendance module will re-navigate the user to **Attendance > Student Search** and display the appropriate results. If a Quick Search is performed within a module that a user does not have rights to search in, or that does not have a search function (such as the Maintenance module), the search will be performed from within **Home > My Home > Search**.

Note: All current operations should be completed (saved) before using the Quick Search function. Using Quick Search will navigate the user away from the current screen in order to display the search results.

Basic Search

Use this procedure anytime you see a single search field with a search button, as in the image below, which illustrates a basic search from a user's **My Home** module. This same function is available as a "Quick Search" feature that is accessible from anywhere within the application.

1. Enter search criteria into the search field.



   Typically, the text entered here is any combination of a student's first name, last name, parent's last name, or student ID. For example:

   - Shelly Smith
   - Sh Smith
   - Smith
   - Shelly
   - 34712

2. Click on the Search button to obtain the results.

Tips for Search Criteria

1. Depending on the makeup of your school and district, different search strategies may apply.

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- In a very large district, for instance, it may be worthwhile to be very specific when searching to prevent to help minimize the number of results. In a smaller district, being general when specifying criteria may be advantageous.

2. Be general: Enter only the part of the name you need.
   - Typing Dan will locate all students with a name of "Dan," "Danial," and "Danielle," and McDanoskovich." It will also save you from having to guess how to spell "Danovski"
3. Be specifc: If you know you are looking for Tanya Smith, just entering "smith" may result in too many "hits." Instead, try typing "Tan Smith," to narrow the list down further
4. Don't guess: If you have no idea how to spell a name, just enter the letters you do know.
   - Typing "ist" might return a lot of students, but it will suffice for locating a student named "Khristeena." Again, if you know any of the student's last name, use that too. E.g., "ist jones"
5. Use Wildcards: Wherever you are unsure of a name, you may use a wildcard, a character that replaces the questionable part of the name.
   - For instance "ste*en" will locate all students with a name if either Steven or Stephen.

More on Using Wildcards:

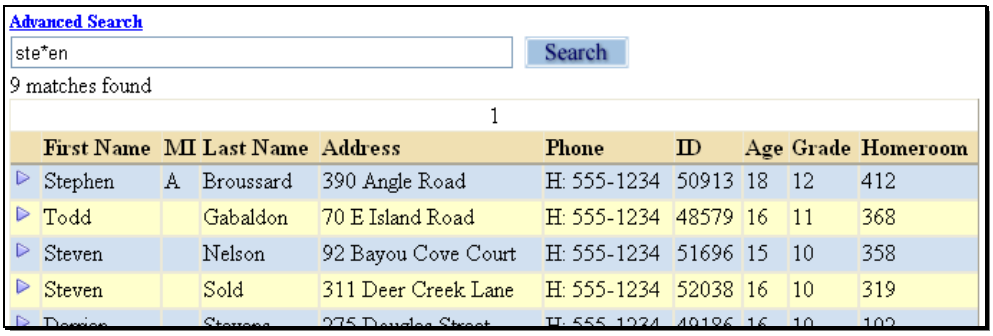
A wildcard is a single character, either an asterisk (*) or percent sign (%) that can be used to substitute for any number of unknown characters in the name being searched for and can be used anywhere in a string of text.

- "ste*en" will locate all students with a name of Steven, Stephen, or Stephanie.
- "m*Donald" will locate all students with a name of "MacDonald" or "McDonald."

Example:

A phone call comes into the attendance office stating simply that "Steven" is home sick today. Since we don't know how to spell Steven (Steven? Stephan?) We can use wildcards to help:

- Enter a search criteria of "ste*en" and click on the Search button.
- Notice the results returned all students that have a first name, last name, or a contact's last name of either Steven or Stephan. Don't be surprised if a Stephanie shows up in this list too!



First Name	MI	Last Name	Address	Phone	ID	Age	Grade	Homeroom
Stephen	A	Broussard	390 Angle Road	H: 555-1234	50913	18	12	412
Todd		Gabaldon	70 E Island Road	H: 555-1234	48579	16	11	368
Steven		Nelson	92 Bayou Cove Court	H: 555-1234	51696	15	10	358
Steven		Sold	311 Deer Creek Lane	H: 555-1234	52038	16	10	319

Search Results

There are four (4) possible results from a search:

1. No search results

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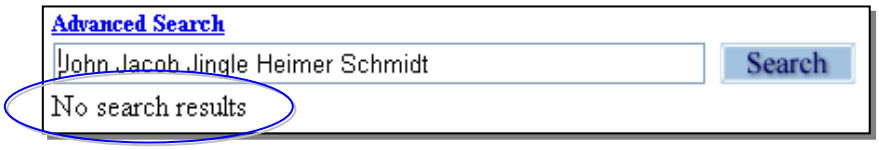
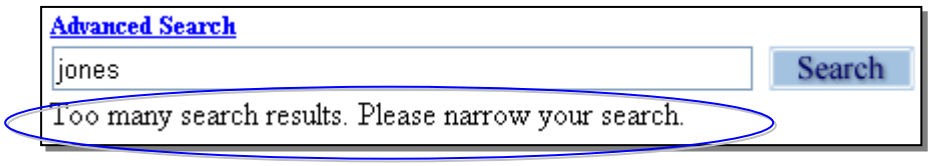
When no students can be found based on the entered criteria, a message stating this will be displayed.



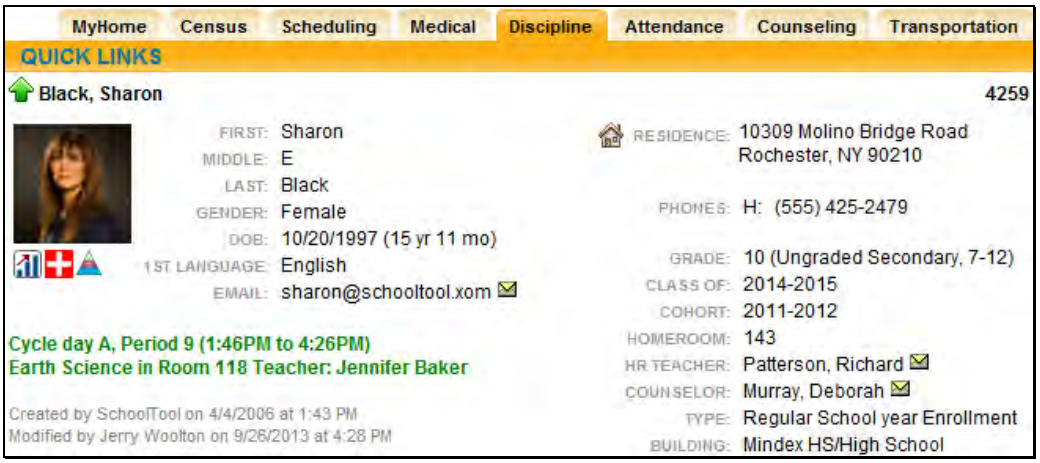
2. Too many search results

   When too many results are found that match the entered criteria, a message stating this will be displayed. The maximum number of search results is determined by the district and can be set in the Maintenance area by a system administrator.



3. A single match found

   When only a single match exists for the entered criteria, the student's record that matches the criteria will be displayed immediately.



4. Multiple Matches

   When a group of students match the same entered criteria, they will all be displayed in a list format. Typically, a Select button will allow you to choose the specific desired student.

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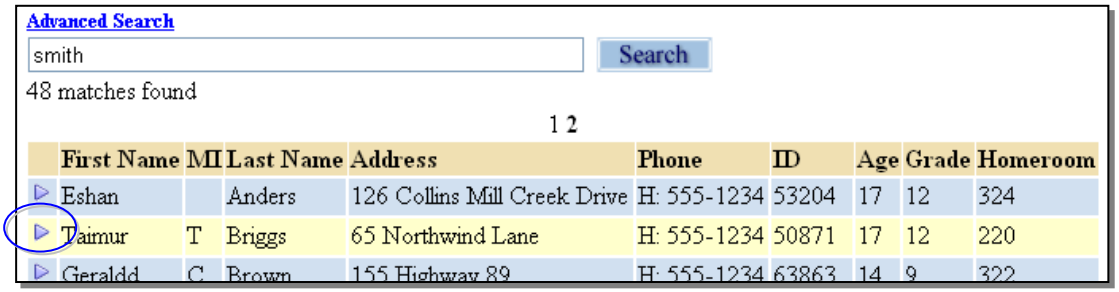
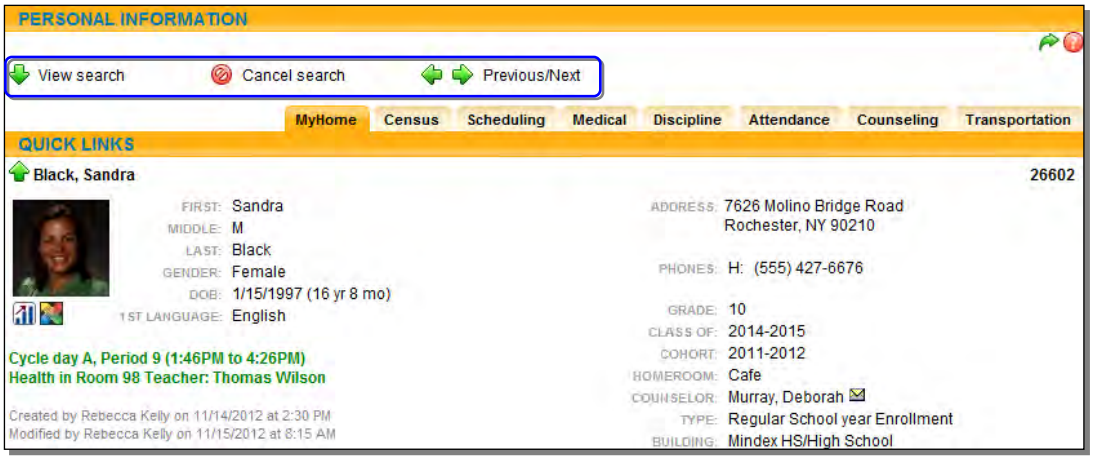


Remember that all search result pages can be paged through with the page navigation buttons, and sorted with column headers.

Once a record has been selected, that student record will display on the screen. From within the displayed student record, you will see a new set of controls that allow you to access other records from the search results.



These controls allow you to:

- View the list of students with the View Search button,
- Cancel the search altogether with the cancel Search button, or
- Page through the list of students using the Previous and Next buttons.

Student Tab

The Student tab is *only* available to students (both current and former students. This tab provides students with access to that person's Student Record. To view the student record, Select ▶ the student from the list.

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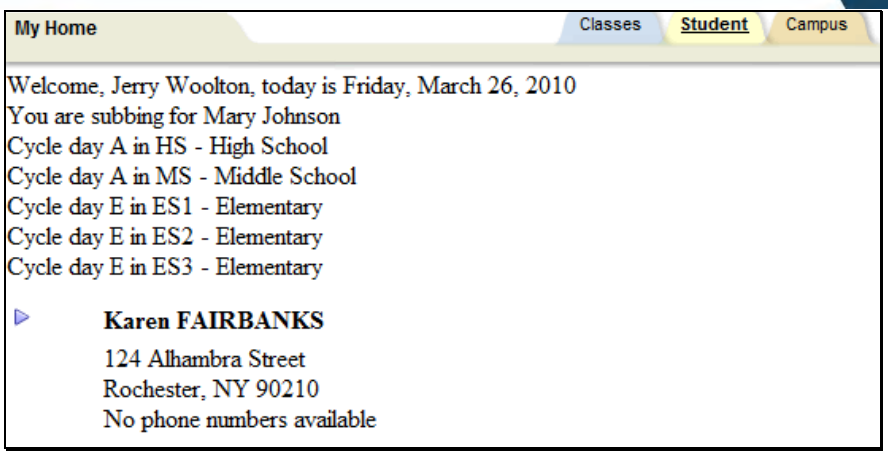


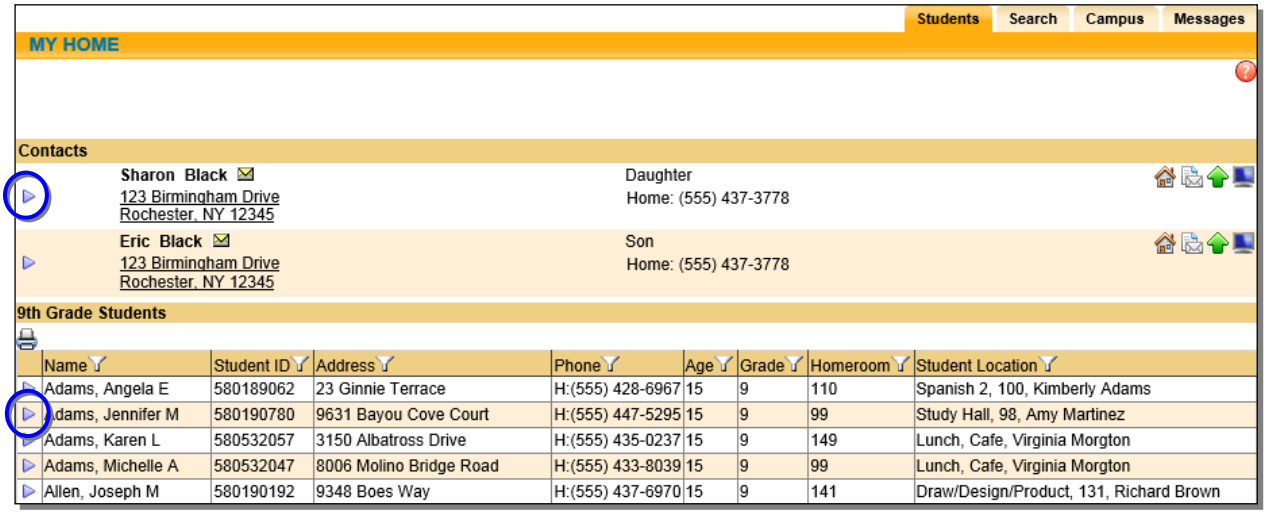
Important Note: This is *not* the same as the "Students Tab" available to Parents. A user will only see both the Student and the Students tabs if the parent was once a student at the school and now has Parent Portal access for a student.

Students Tab

The Students tab is the default view for parents and district portal users. This tab is available to users who have the Parent Portal Access flag and have an enrolled student. It is also available for other portal users who have an active Limited Search enabled.

The Students tab will display a list of any student contacts for whom the user has Parent Portal Access, followed by a list of Limited Search results.

Click the Select button to view additional information about any student displayed on this screen.



To filter the list of students in the Limited Search list, click on the Filter icon for the desired column(s).

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9th Grade Students

Name	Student ID	Address	Phone	Age	Grade	Homeroom	Student Location
Adams, Angela E	580189062	23 Ginnie Terrace	H:(555) 428-6967	15	9	110	Living Environ Lab, 110, Charles Wright
Adams, Jennifer M	580190780	9631 Bayou Cove Court	H:(555) 447-5295	15	9	99	Algebra 1, 149, Cynthia Brown
Adams, Karen L	580532057	3150 Albatross Drive	H:(555) 435-0237	15	9	149	Studio in Art, 308, Karen Smith
Adams, Michelle A	580532047	8006 Molino Bridge Road	H:(555) 433-8039	15	9	99	Studio in Art, 308, Karen Smith
Allen, Joseph M	580190192	9348 Boes Way	H:(555) 437-6970	15	9	141	Algebra 1, 149, Cynthia Brown

Enter the desired text in the field that appears (the rows will automatically filter as you type). Close the filter field by pressing Enter or by clicking outside the filter field.

9th Grade Students

Name	Student ID	Address	Phone	Age	Grade	Homeroom 99	Student Location
Adams, Jennifer M	580190780	9631 Bayou Cove Court	H:(555)338-3569	15	9	99	Algebra 1, 149, Cynthia Brown
Adams, Michelle A	580532047	8006 Molino Bridge Road	H:(555)447-5295	15	9	99	Studio in Art, 308, Karen Smith
Bailey, Susan L	580180770	3253 Bayside Drive	H:(555)820-8055	15	9	99	Studio in Art, 308, Karen Smith
Brose, Judy	580190178	8696 Cathy Street	H:(555)533-6696	15	9	99	PE Gr 9/10, Debra Johnson
Gray, Arthur M	580188944	9621 Wagonwheel Circle	H:(555)245-5224	15	9	99	Applied Algebra, 148, Butler/Johnson

The Filter button will change to the Active Filter icon to indicate when a filter is active. To remove a filter, simply click on the Active Filter icon and delete the text in that field. Press Enter or click outside the filter field to update the results.

9th Grade Students

Name	Student ID	Address	Phone	Age	Grade	Homeroom	Student Location
Adams, Jennifer M	580190780	9631 Bayou Cove Court	H:(555)338-3569	15	9	99	Algebra 1, 149, Cynthia Brown
Adams, Michelle A	580532047	8006 Molino Bridge Road	H:(555)447-5295	15	9	99	Studio in Art, 308, Karen Smith
Bailey, Susan L	580180770	3253 Bayside Drive	H:(555)820-8055	15	9	99	Studio in Art, 308, Karen Smith

Note: Filters will be remembered for each user and will be re-applied the next time you access this screen.

Classes Tab

If you are a teacher and have classes, 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. To view only classes that meet on the current cycle day this semester, select the "Today" option. You may also select another year by selecting the "All Years" and choosing a year from the drop-down list. Depending on your district's configuration, you may be unable to view class and/or homeroom information until after schedules have been published.

Note: Selecting a past year's course will allow you to see that course's grade book, if one exists. If the grading interval is currently locked, the grade book will appear in read-only mode.

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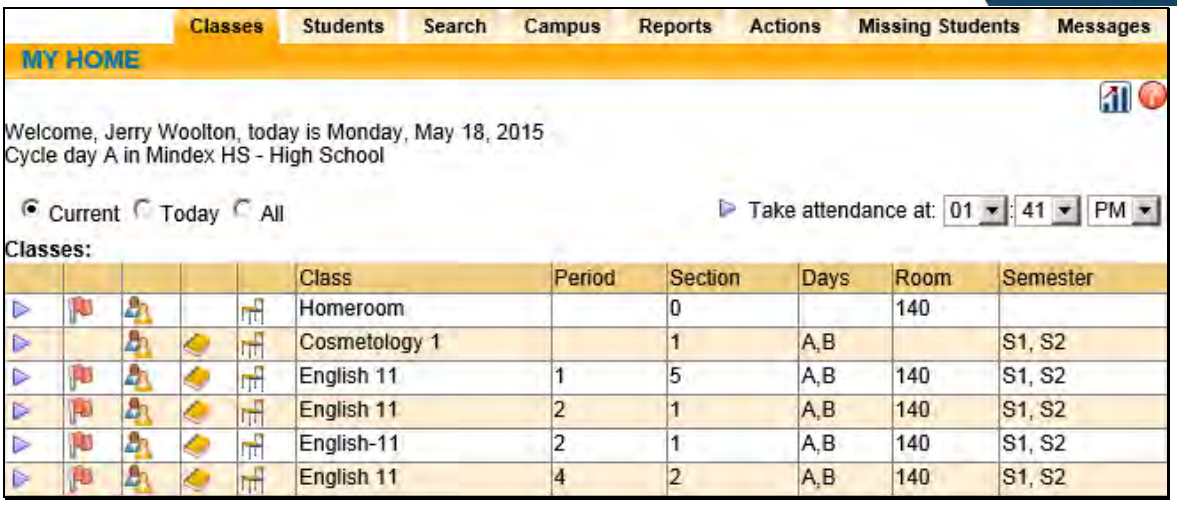

Teachers can take period attendance for multiple course sections that meet simultaneously by choosing the appropriate time from the drop-downs and clicking the Take Attendance button above the class list. Please refer to the section on *Taking Attendance for Multiple Sections* for more information on using this feature.

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.

- Select button – select that class and refresh the screen with new information. Depending on the status of the selected class, you may be brought directly to the Grade Book view, or you may be prompted to enter or select other information. You may also see additional tabs, such as Attendance, Roster, Alerts, and Seating Chart.
- Roster icon – see additional information about the students enrolled in that class. The Roster list may also display certain student alerts, depending on district settings.
- Grade Book icon – jump directly to the Grade Book for that particular class. The icon will not appear for classes, such as Homeroom, 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 there are existing attendance alerts. Typically alerts are used to indicate that attendance has not been taken for this course for a given number of days (as defined by your district).

Note: When you use any of the icon buttons, you will see several additional Teacher Tabs. These additional tabs are described in the next section of this document, although the availability of specific tabs may vary depending on the type of class selected.

If you have been assigned any Faculty Duties, these will be listed below the Class List.

Teacher Tabs Overview

Once you have logged in and selected a class, a new set of tabs will appear. These tabs provide information specific to the selected class. Available tabs include Info, Attendance, Roster, Grades, Alerts, and Seating Chart.

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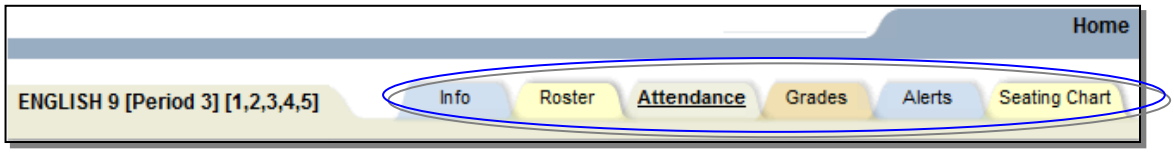
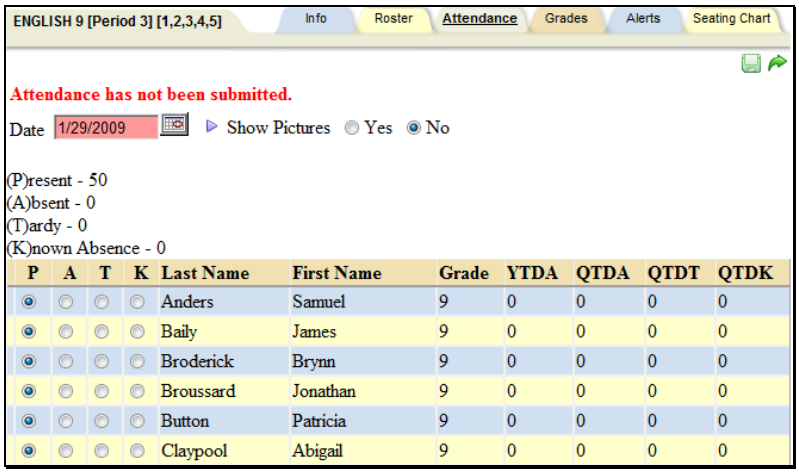


Attendance Tab: When teachers log in and select a class, the Attendance tab will automatically open as the default if attendance is required for the selected class. This tab allows teachers to take attendance for this class, if appropriate for your school or district. See the section on My Home > Classes > Attendance Tab for more information.



Roster Tab: The Roster tab shows a list of all students who are in this section of this class for the entire duration of the class, regardless of the marking period. It also shows icons for student alerts (AIS alerts, IEP Viewer alerts, and Medical alerts). See the section on My Home > Classes > Roster Tab for more information.

Grades Tab: The Grades tab is where all grading tasks are completed. You may create grade books and grade daily assignments here, as well as complete other tasks such as entering progress reports, marking period report card grades, final exam grades, and any state assessment grades.

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English 10 [Period 3] [A,B] — Info | Roster | Attendance | Grades | Alerts | Seating Chart

View: Grade book editor — Jump to: English 10 [Period 3][A,B]

	Avg	Student	Quiz - 1	Vocab - 1	Quiz - 2	Vocab - 2	Quiz - 3	Vocab - 3	Quiz - 4	Vocab - 4
1	83.67	Barnes, Gloria	76 [ ]	87 [L2,L1]	65 [ ]	91 [ ]	88 [ ]	87 [ ]	90 [ ]	89 [ ]
2	94.00	Evans, Benjamin	93 [ ]	97 [ ]	97 [ ]	96 [EX]	94 [ ]	92 [ ]	[ ]	91 [ ]
3	83.70	Flores, Pamela	83 [ ]	82 [ ]	87 [ ]	84 [ ]	86 [ ]	82 [L1]	[ ]	86 [ ]
4	79.86	Gonzalez, Jennifer	82 [ ]	79 [ ]	79 [ ]	81 [ ]	81 [ ]	77 [ ]	[ ]	80 [ ]
5	93.57	Gray, Sallie	92 [ ]	91 [ ]	96 [ ]	96 [ ]	94 [ ]	92 [ ]	[ ]	94 [ ]
6	67.43	Jackson, Eric	69 [ ]	62 [ ]	71 [ ]	68 [ ]	70 [ ]	67 [ ]	[ ]	65 [ ]
7	85.00	Lewis, Benjamin	83 [ ]	85 [ ]	87 [ ]	87 [ ]	86 [ ]	82 [ ]	[ ]	85 [ ]
8	76.00	Marshall, Marie	76 [ ]	77 [ ]	78 [ ]	71 [ ]	80 [ ]	76 [ ]	[ ]	74 [ ]
9	65.57	Martin, Daniel	68 [ ]	66 [ ]	64 [ ]	63 [ ]	69 [ ]	61 [ ]	[ ]	68 [ ]
10	51.00	Martinez, Jennifer	[ ]	67 [ ]	[ ]	35 [ ]	[ ]	[ ]	[ ]	[ ]
11	76.50	Matthews, John	[ ]	89 [ ]	[ ]	64 [ ]	[ ]	[ ]	[ ]	[ ]
12	74.00	Morgan, Michael	86 [ ]	90 [ ]	[ ]	46 [ ]	[ ]	[ ]	[ ]	[ ]
13	56.50	Reedy, George	[ ]	67 [ ]	[ ]	46 [ ]	[ ]	[ ]	[ ]	[ ]

ELA 10 Per 3AB Full Year

Info Tab: The Info tab shows you information about the class you have selected, such as days when the class meets, the room where the class meets, a description, etc. This tab provides information in read-only mode, and is only available when you have selected a general education class, a special education class, or a subject-area class such as Art or Music..

ENGLISH 9 [Period 3] [1,2,3,4,5] — Info | Roster | Attendance | Grades | Alerts | Seating Chart

03100 ENGLISH 9

School Level: High School
Department: English
Gender: Co-Ed
Description:
Prerequisites:

Days: 1,2,3,4,5
Period: 3
Room: 320
Marking Periods: Fall
Spring
Teachers: Karen Fairbanks

Alerts Tab: The Alerts tab shows you messages about tasks that have not been completed, such as submitting attendance.

ENGLISH 9 [Period 3] [1,2,3,4,5] — Info | Roster | Attendance | Grades | Alerts | Seating Chart

Attendance was not submitted on 1/27/2009
Attendance was not submitted on 1/28/2009
Attendance was not submitted on 1/29/2009

Seating Chart: The Seating Chart tab allows you to organize all of your students' photos in a manner that reflects their seats in the class. The seating chart allows teachers to drag and drop photos to rearrange seating charts, see only students that are scheduled for class on the specified day, and create printable seating layouts in either portrait or landscape mode. Teachers can also print out any day's seating chart for use by a substitute teacher. See the section on My Home > Classes > Seating Chart Tab for more information.

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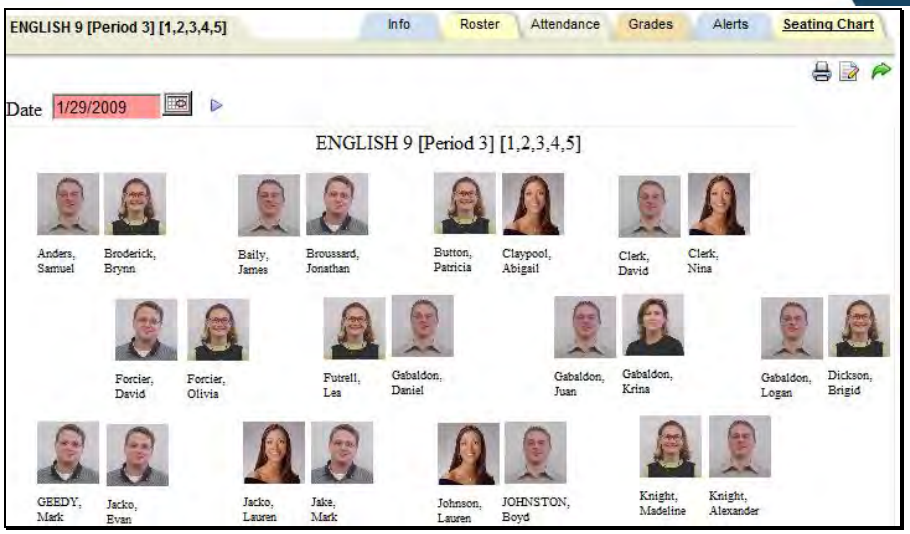

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My Home > Student Record

When you Select a student from a list, you will see that student's Personal Information Record, also known simply as the Student Record.

Note: Most school**tool** users deal with student records most often, but every individual in school**tool** has his/her own Person Record where all information related to that person is stored. This document will focus on working with a Student Information Record, as these typically contain the most detail.

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. This information is available based on user permissions and the module you are using; therefore not all users will have access to every tab in the Student Information section(s).

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.

If you are viewing the results of a student search, you can use the following options:

- Click the Next and Previous buttons to move forward and backward between students in your search results.
- Click the Cancel Search button to cancel the current search and remain on the current student.
- Click the Done button to return to the previous screen.

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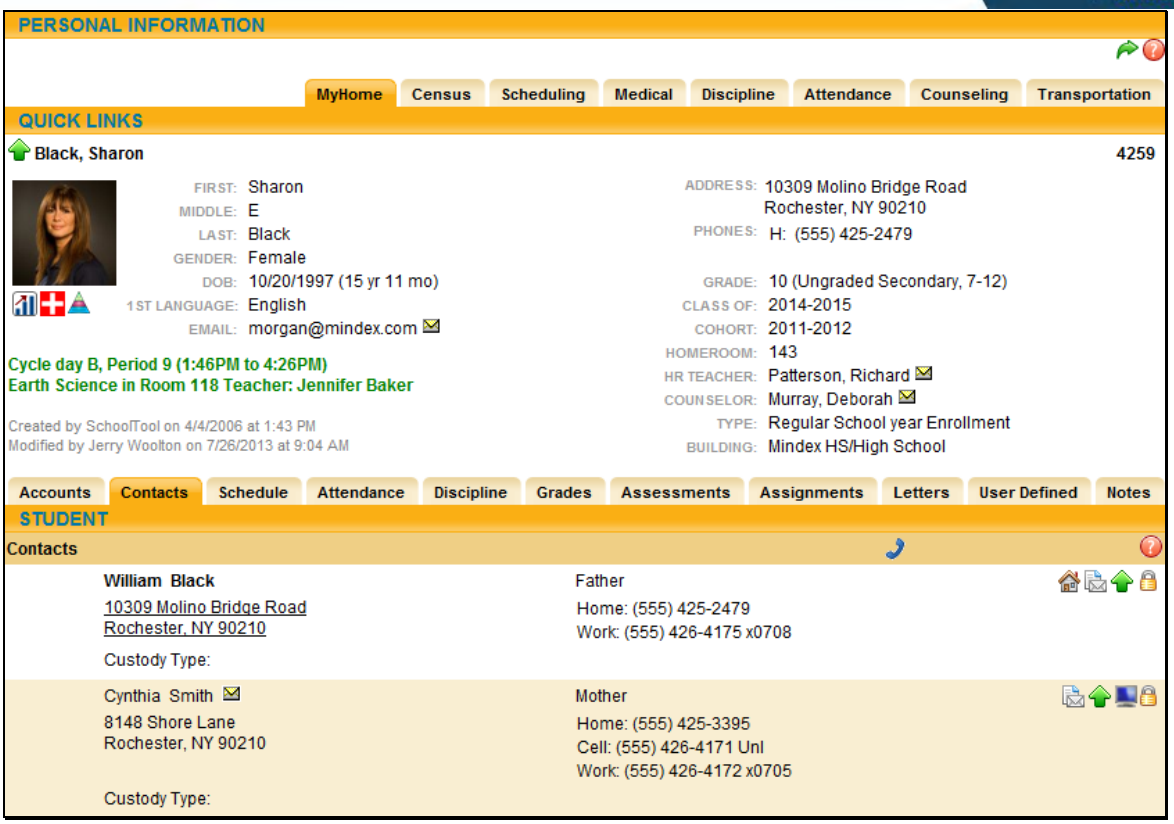

Personal Information Section

The Personal Information section at the top of the student record contains a summary of the student's information. This information includes the student's name, gender, age, primary language, and contact information. It also shows the student's grade, homeroom, homeroom teacher (with an email link), locker number (with an icon that shows the locker combination in a mouse-over), counselor (with an email link), enrollment type, building/school level, and home district (if applicable). The student locator text in the bottom left corner of this section shows the current location of that student, based on the student's schedule and attendance data. If the student has any alerts, those icons will display for users with the appropriate permissions.

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

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Student Alerts and Icons

There are several types of alerts that may be visible on a teacher's class roster and also on individual students' Personal Information Records. In addition, the alert icons may provide more information on the specific alert, which displays in a text box that appears when the user holds the mouse over an alert icon.

Available alerts include the following icons and corresponding mouse-over text:

AIS Program Service

Icon:

Mouse-over text:

AIS Info:
Service: Math

IEP Viewer

Icon:

Mouse-over Text:

IEP Direct Viewer
Needs:

Medical Alerts

Icon:

Mouse-over text:

Medical Alert
Allergy: Peanuts
headaches: Carries Epi-pen
stitches:

Custom Alerts

Icon:

Note: Custom Alerts may be any color. The mouse-over text will display the name of the custom alert as defined in Maintenance.

Student RTI Information

Icon:

Hovering the mouse over this icon will display a list of that student's active RTI records.

View Shared District Data

Icon:

Clicking this icon opens a window to display student data shared by another district.

Note: This icon appears only when districts have configured data sharing.

Student Dashboard Viewer

Icon:

Clicking this icon opens a window to display the Student View dashboard for that student.

WebEdge Student Portfolio Viewer

Icon:

Clicking this icon opens a window to display the WebEdge Student Portfolio for that student.

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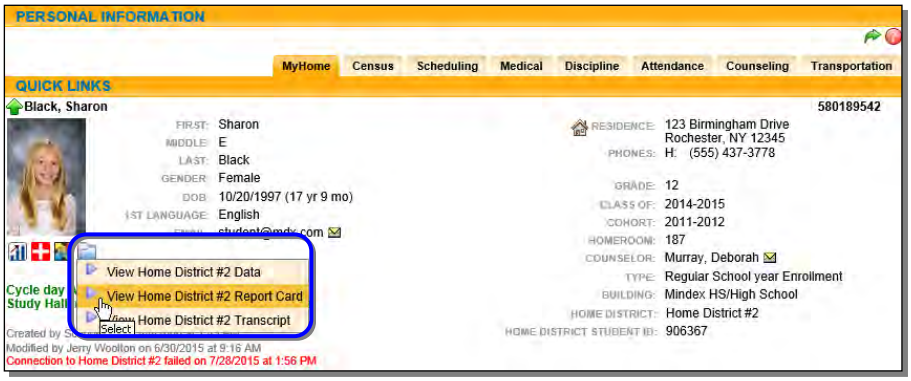
The visibility of these alerts is controlled by district permission settings. Users may be able to see the alert icon only, the mouse-over text description only, both, or none of these, depending on their user permissions. Separate permissions also control whether users may see these icons on a teacher's Roster.

Users with permission to view students' school**tool** Premier dashboards may see a school**tool** Dashboard Viewer icon for students who have a Student ID and have ever had an in-district enrollment. If this icon appears, users can click on the Viewer icon to view that student's dashboard in a new window.

If shared data is available from another school**tool** district, a View District Data icon may appear on in the alerts area. This will allow the user to view data from another district that has been configured for district-to-district data sharing (most likely between a BOCES and home district). To view shared data (or shared report cards and/or transcripts), hover over the District Data icon and Select the desired option (View District Data, View District Report Card, or View District Transcript) from the dropdown.



Users with the Mouseover Information permission can hover over the RTI icon to see a list of the student's active RTI records.

If the user has View or Edit rights, corresponding buttons will be available for each record (either an Edit icon, for users with Edit permissions, or a Select icon, for users with View permissions).

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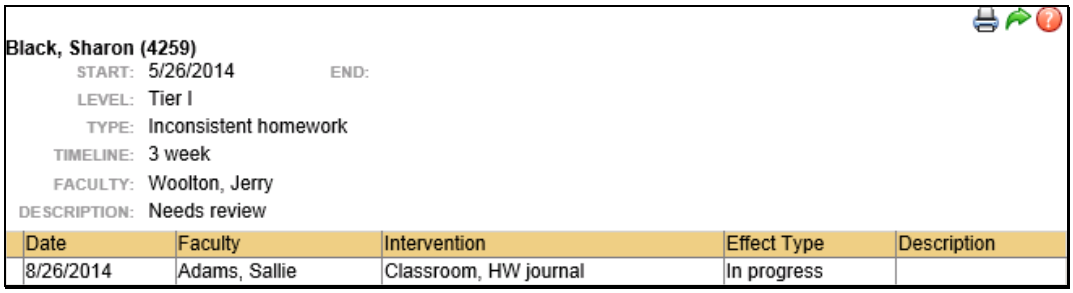
Viewing RTI Records

Users with View rights only will see Select icons for each record in the list.

Select a record to view details in read-only mode. Click the Done button to return to the student record. Click the RTI Detail Report icon to print the RTI record and its associated intervention details.



Editing RTI Records

Users with Edit rights can click the Edit button for any of the RTI records listed.

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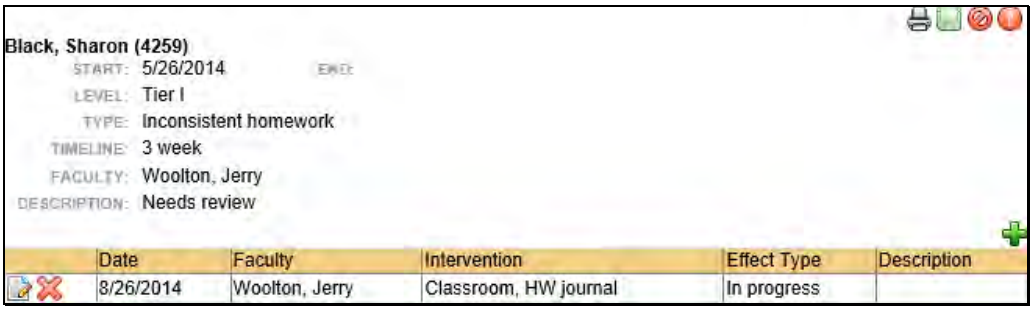
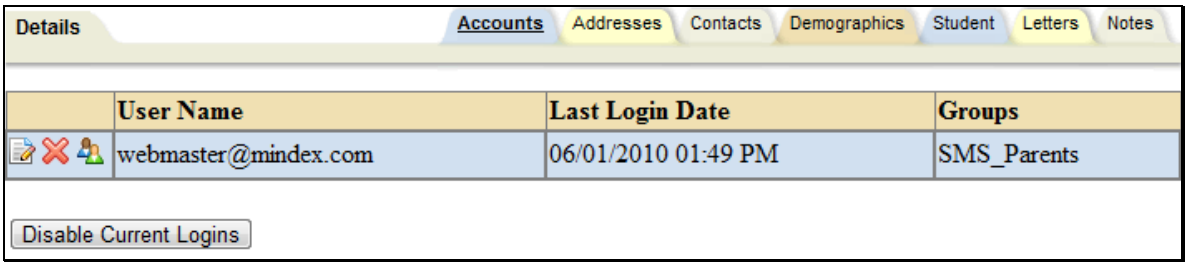
Click the Edit icon for any record to open it in edit mode. Make changes as needed and click Save to return to the student record. Please note that any number of interventions may be edited or added, but the top section of the RTI record cannot be changed from this screen. Click the RTI Detail Report icon to print the RTI record and its associated intervention details.



Accounts Tab

The Accounts tab shows any existing local user accounts assigned to that individual, the last login date and all groups to which the account has been assigned. From this tab, users with the appropriate permission(s) may edit, delete, or unlock existing local accounts. Users may also create new local accounts and assign those accounts to a local user group.

Depending on permissions, users may also be able to assume the account of that individual by clicking on the Assume Account button. When a user assumes a person's account, all permissions and building rights will reflect those of the person whose account is being assumed. To return to the original user account, simply log out of school**tool**.



When an email address is modified for any individual, an Add button will appear to allow the user to create a new local user account for that person. If the person already has a local account created using a different email address, the user will need to add a new account in order to use the updated email address for local logins.

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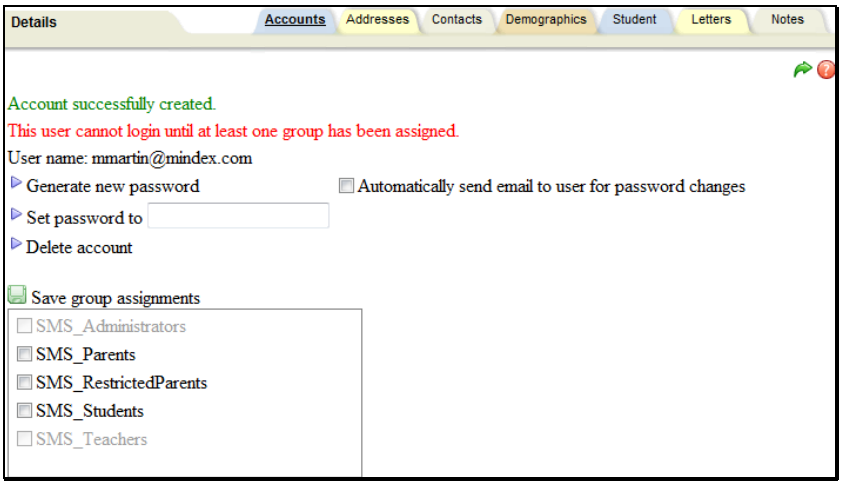
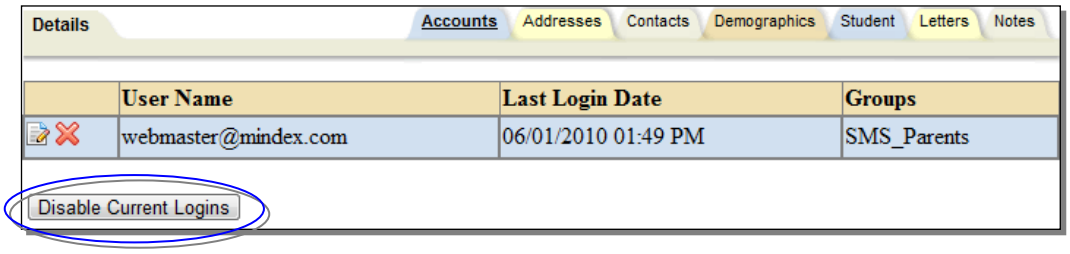
Click on the Edit button to access the account maintenance area for that user. From this screen, users can reset passwords, delete accounts, and/or modify group assignments.

Note: Users will only be able to modify group assignments that have the "Show in Home," "Show in Census" or "Show in Faculty" option enabled in **Maintenance > User/Group > Local Account Maintenance > Manage Groups**. The group checkboxes will be disabled for any groups that do not have this option checked.



The "Disable Current Logins" button on the Accounts tab may be used to prevent a user from logging into school**tool** without having to make changes to network securities. Clicking the "Disable Current Logins" button will immediately remove all account associations that have been made for this person. A confirmation message will appear asking you to confirm the operation; click OK to continue. The person can be re-associated with an account at any time from within the Maintenance module.



Note: If no associations exist for a person, this button will not display when editing the Personal Information section. Any time an association is disabled, an audit entry is created in school**tool**.

Contacts Tab

The **Contacts** tab gives the guidance counselor immediate access to this student's parents/guardians. Each contact associated with this student will appear on this tab.

- To view the Contact Call Order for a student, click the View Call Order button at the top of the Contacts tab.
- Additional buttons appear to the right of each contact, giving you more information about this contact and their rights/responsibilities. To see more information about the contact, hold the mouse over each button and tool tips will appear giving more details:

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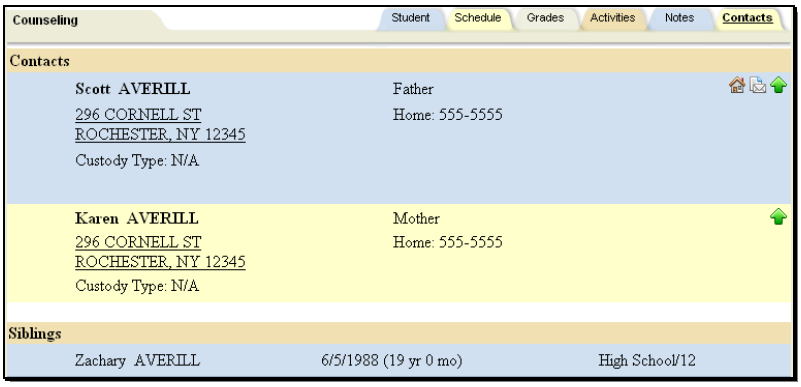
- The Primary icon lets you know this contact is the primary guardian.
- The Receives Mail icon lets you know this contact will receive report cards, discipline letters, and other mailings about this student.
- The Pickup icon lets you know this contact is legally allowed to pick the student up at school.
- The email icon lets you know this guardian may be contacted by email. Users may be able to click the icon to send an email to that person.
- The Custody Alert icon lets you know that there is a custodial situation regarding the student.
- The Parent Portal icon lets you know that this contact is allowed to see that student in their Home > My Home > Students tab (Parent Portal). Users with the appropriate permissions may be able to view that contact's login history by holding the mouse over the icon (to view that person's most recent login) and/or by clicking on the icon (to view that person's entire login history in a pop-up window).
- The Restricted View icon indicates that the person has restricted access to contact information for that student. The adult is unable to see contact information for anyone who does not live in his/her household.



***Note**:* The information on this tab is view-only. If changes need to be made, this information should be shared with anyone who maintains student and contact information.

***Note**:* If there is a custody alert associated with that student, the Contacts tab will be in red font.

Schedule Tab

The Schedule tab shows the student's schedule for each marking period or semester in read-only mode. This tab is typically empty for elementary students, because general education classes and "specials" (art, music) are typically set up as supplemental courses (courses not tied to specific periods)

Note: Depending on user permissions and settings in Maintenance, student schedules may not be available until after a specified date. When this is the case, a message will appear in place of the schedule to indicate that schedules are not currently available.

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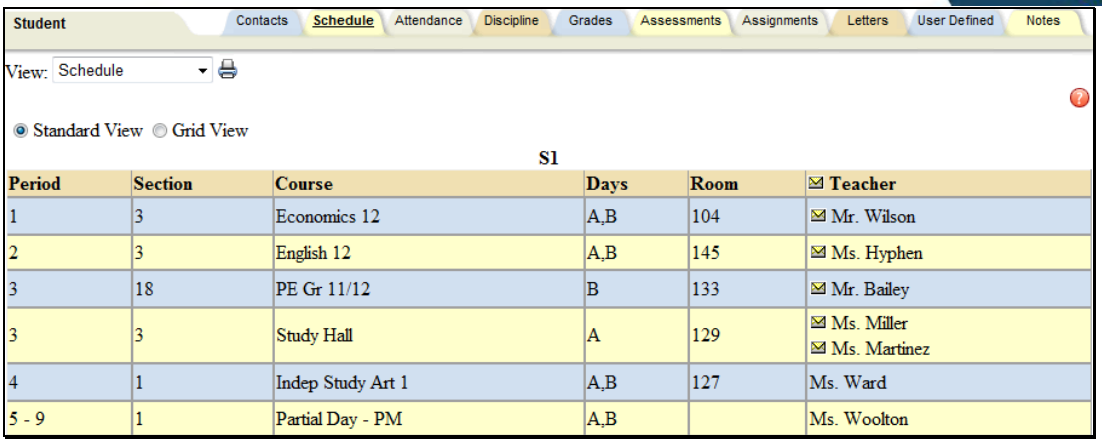


Period	Section	Course	Days	Room	Teacher
1	3	Economics 12	A,B	104	Mr. Wilson
2	3	English 12	A,B	145	Ms. Hyphen
3	18	PE Gr 11/12	B	133	Mr. Bailey
3	3	Study Hall	A	129	Ms. Miller Ms. Martinez
4	1	Indep Study Art 1	A,B	127	Ms. Ward
5 - 9	1	Partial Day - PM	A,B		Ms. Woolton

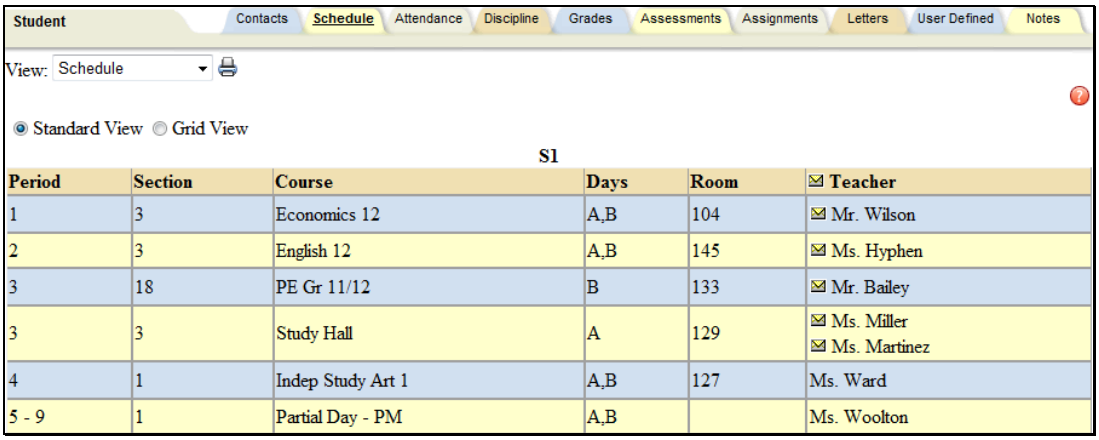
Click the Print icon to print the student's schedule. If multiple report formats are available, you will be provided with a drop-down menu where you may select the appropriate report format to be generated.

When viewing the Schedule tab, users typically have two (2) view options: Standard View and Grid View. These are presented as radio buttons; select the appropriate option to toggle the view between Standard and Grid views.

Standard View

Standard View displays the student's schedule as a read-only list of courses, ordered by period number, along with section number, course name, days the class meets, the room number, and the teacher are listed for each course. Supplemental courses are listed at the top of each list.

Note: When viewing the schedule in Standard View, any unscheduled periods are omitted.



Period	Section	Course	Days	Room	Teacher
1	3	Economics 12	A,B	104	Mr. Wilson
2	3	English 12	A,B	145	Ms. Hyphen
3	18	PE Gr 11/12	B	133	Mr. Bailey
3	3	Study Hall	A	129	Ms. Miller Ms. Martinez
4	1	Indep Study Art 1	A,B	127	Ms. Ward
5 - 9	1	Partial Day - PM	A,B		Ms. Woolton

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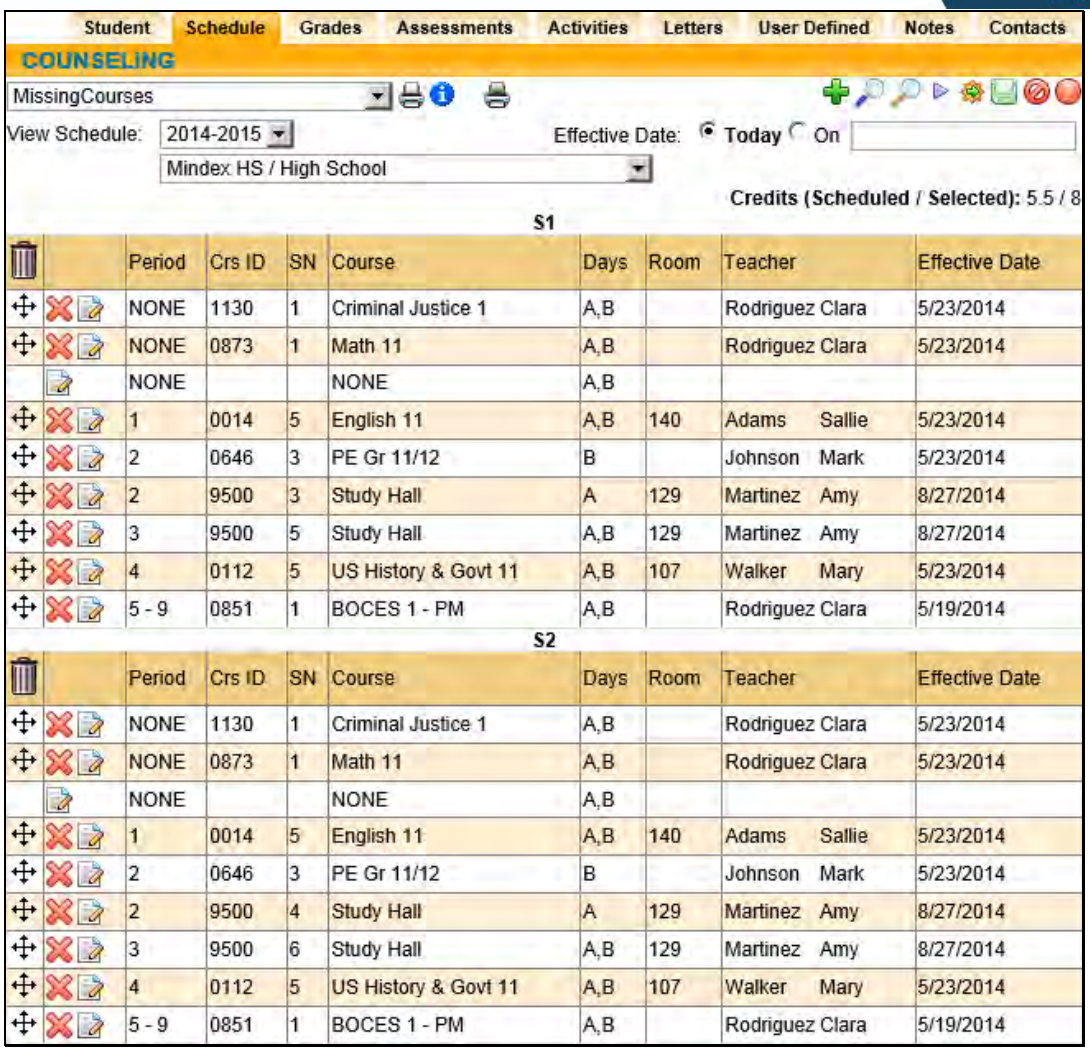

Period	Crs ID	SN	Course	Days	Room	Teacher	Effective Date
NONE	1130	1	Criminal Justice 1	A,B		Rodriguez Clara	5/23/2014
NONE	0873	1	Math 11	A,B		Rodriguez Clara	5/23/2014
NONE			NONE	A,B			
1	0014	5	English 11	A,B	140	Adams Sallie	5/23/2014
2	0646	3	PE Gr 11/12	B		Johnson Mark	5/23/2014
2	9500	3	Study Hall	A	129	Martinez Amy	8/27/2014
3	9500	5	Study Hall	A,B	129	Martinez Amy	8/27/2014
4	0112	5	US History & Govt 11	A,B	107	Walker Mary	5/23/2014
5 - 9	0851	1	BOCES 1 - PM	A,B		Rodriguez Clara	5/19/2014

Period	Crs ID	SN	Course	Days	Room	Teacher	Effective Date
NONE	1130	1	Criminal Justice 1	A,B		Rodriguez Clara	5/23/2014
NONE	0873	1	Math 11	A,B		Rodriguez Clara	5/23/2014
NONE			NONE	A,B			
1	0014	5	English 11	A,B	140	Adams Sallie	5/23/2014
2	0646	3	PE Gr 11/12	B		Johnson Mark	5/23/2014
2	9500	4	Study Hall	A	129	Martinez Amy	8/27/2014
3	9500	6	Study Hall	A,B	129	Martinez Amy	8/27/2014
4	0112	5	US History & Govt 11	A,B	107	Walker Mary	5/23/2014
5 - 9	0851	1	BOCES 1 - PM	A,B		Rodriguez Clara	5/19/2014

Grid View

Grid View displays the student's schedule in a read-only grid format. This provides a visual representation of the student's schedule for each period across each cycle day. Supplemental courses are shown at the bottom of each grid.

Note: When viewing the schedule in Grid View, any unscheduled periods are omitted.

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Student | Contacts | Schedule | Attendance | Discipline | Grades | Assessments | Assignments | Letters | User Defined | Notes

View: Schedule

Standard View | Grid View

S1			S2		
	A	B		A	B
Period 1 Time 7:49 - 8:34	Economics 12 Wilson(104)	Economics 12 Wilson(104)	Period 1 Time 7:49 - 8:34	Government 12 Walker(107)	Government 12 Walker(107)
Period 2 Time 8:38 - 9:18	English 12 Hyphen(145)	English 12 Hyphen(145)	Period 2 Time 8:38 - 9:18	English 12 Hyphen(145)	English 12 Hyphen(145)
Period 3 Time 9:22 - 10:02	Study Hall Miller / Martinez(129)	PE Gr 11/12 Bailey(133)	Period 3 Time 9:22 - 10:02	Study Hall Miller / Martinez(129)	PE Gr 11/12 Bailey(133)
Period 4 Time 10:06 - 10:46	Indep Study Art 1 Ward(127)	Indep Study Art 1 Ward(127)	Period 4 Time 10:06 - 10:46	Indep Study Art 2 Ward(127)	Indep Study Art 2 Ward(127)
Period 5 Time 10:50 - 11:30	Partial Day - PM Woolton	Partial Day - PM Woolton	Period 5 Time 10:50 - 11:30	Partial Day - PM Woolton	Partial Day - PM Woolton
Period 6 Time 11:34 - 12:14	Partial Day - PM Woolton	Partial Day - PM Woolton	Period 6 Time 11:34 - 12:14	Partial Day - PM Woolton	Partial Day - PM Woolton
Period 7 Time 12:18 - 12:58	Partial Day - PM Woolton	Partial Day - PM Woolton	Period 7 Time 12:18 - 12:58	Partial Day - PM Woolton	Partial Day - PM Woolton
Period 8 Time 1:01 - 1:42	Partial Day - PM Woolton	Partial Day - PM Woolton	Period 8 Time 1:01 - 1:42	Partial Day - PM Woolton	Partial Day - PM Woolton
Period 9 Time 1:46 - 2:26	Partial Day - PM Woolton	Partial Day - PM Woolton	Period 9 Time 1:46 - 2:26	Partial Day - PM Woolton	Partial Day - PM Woolton

Student | Schedule | Grades | Assessments | Activities | Letters | User Defined | Notes | Contacts

COUNSELING

MissingCourses

View Schedule: 2013-2014

Credits (Scheduled / Selected): 7 / 8

Standard View | Grid View

S1 - Mindex HS : High School			S2 - Mindex HS : High School		
	A	B		A	B
Period 1 Time 7:49 - 8:34	Earth Science Lab Baker(118)	Chemistry Lab Brose(152)	Period 1 Time 7:49 - 8:34	Earth Science Lab Baker(118)	Chemistry Lab Brose(152)
Period 2 Time 8:38 - 9:18			Period 2 Time 8:38 - 9:18	Study Hall Martinez(129)	Study Hall Martinez(129)
Period 3 Time 9:22 - 10:02	Geometry Butler(148)	Geometry Butler(148)	Period 3 Time 9:22 - 10:02	Geometry Butler(148)	Geometry Butler(148)
Period 4 Time 10:06 - 10:46	Earth Science Baker(118)	Earth Science Baker(118)	Period 4 Time 10:06 - 10:46	Earth Science Baker(118)	Earth Science Baker(118)
Period 5 Time 10:50 - 11:30	Global History & Geo 10 Simmons / Edwards(105)	Global History & Geo 10 Simmons / Edwards(105)	Period 5 Time 10:50 - 11:30	Global History & Geo 10 Simmons / Edwards(105)	Global History & Geo 10 Simmons / Edwards(105)
Period 6 Time 11:34 - 12:14	Chemistry Brose(152)	Chemistry Brose(152)	Period 6 Time 11:34 - 12:14	Chemistry Brose(152)	Chemistry Brose(152)
Period 7 Time 12:18 - 12:58	PE Gr 9/10 Johnson(128)	Lunch Garcia(Cafe)	Period 7 Time 12:18 - 12:58	PE Gr 9/10 Johnson(128)	Lunch Garcia(Cafe)
Period 8 Time 1:01 - 1:42	Orchestra Cooper(124)	Orchestra Cooper(124)	Period 8 Time 1:01 - 1:42	Orchestra Cooper(124)	Orchestra Cooper(124)
Period 9 Time 1:46 - 2:26	English 10 Patterson / Evans(143)	English 10 Patterson / Evans(143)	Period 9 Time 1:46 - 2:26	English 10 Patterson / Evans(143)	English 10 Patterson / Evans(143)

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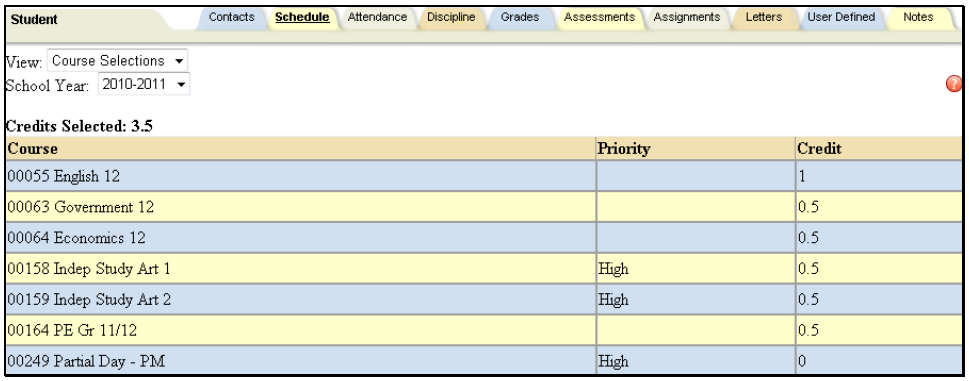
Course Selections

The Course Selections view provides a read-only summary of a student's course selections for a given school year. Use the School Year drop-down to select the appropriate year (only school years for which the student has course selections will appear in the list). The Course Selections view will show the total number of credits selected, as well as the Course (including Course ID and Course Name), the Priority, if applicable, and the number of credits associated with that course.

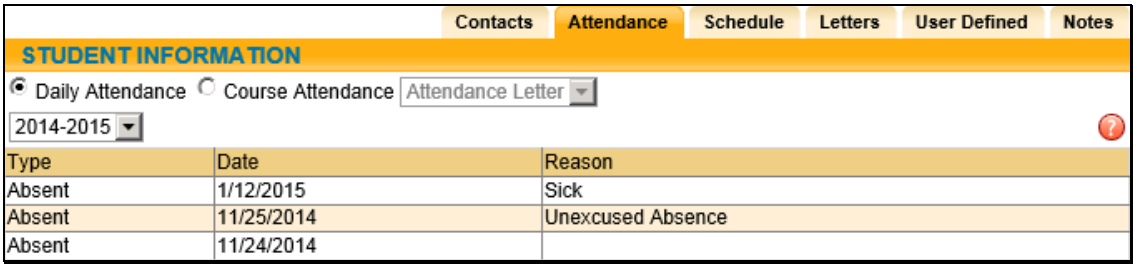


Course	Priority	Credit
00055 English 12		1
00063 Government 12		0.5
00064 Economics 12		0.5
00158 Indep Study Art 1	High	0.5
00159 Indep Study Art 2	High	0.5
00164 PE Gr 11/12		0.5
00249 Partial Day - PM	High	0

Attendance Tab

The Attendance tab shows a summary of the student's total absences for the current year (if any). Users may change between Daily or Course attendance views by selecting the appropriate radio button. Use the year drop-down to review historical data for a previous year.

The Daily Attendance option shows users all daily absences. This may also include early dismissals, late arrivals, and in/out records.



Type	Date	Reason
Absent	1/12/2015	Sick
Absent	11/25/2014	Unexcused Absence
Absent	11/24/2014	

The Course Attendance options (All, Missed Courses, and Attendance Letter) allow users to see a summary of course attendance for that year. If the student has courses in more than one building school level, additional drop-downs may be available to filter based on location.

- All: shows users all course absences, including those that are tied to daily absences. Users with the appropriate permissions can choose to show or hide period tardies using the Show Tardy checkbox.

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Contacts | Attendance | Schedule | Letters | User Defined | Notes

STUDENT INFORMATION

Daily Attendance | Course Attendance All | Show Tardy

2014-2015

Type	Date	Course	Period	Teacher	Reason
Tardy	1/22/2015	English 11 - 0014 (SN:05)	1	Adams	
Absent	1/19/2015	English 11 - 0014 (SN:05)	1	Adams	
Tardy	1/16/2015	US History & Govt 11 - 0112 (SN:05)	4	Walker	
Absent	1/14/2015	US History & Govt 11 - 0112 (SN:05)	4	Walker	
Absent	1/12/2015	BOCES 1 - PM - 0851 (SN:01)	5	Rodriguez	Sick
Absent	1/12/2015	US History & Govt 11 - 0112 (SN:05)	4	Walker	Sick
Absent	1/12/2015	Study Hall - 9500 (SN:05)	3	Martinez	Sick
Absent	1/12/2015	Study Hall - 9500 (SN:03)	2	Martinez	Sick
Absent	1/12/2015	English 11 - 0014 (SN:05)	1	Adams	Sick
Absent	1/12/2015	Criminal Justice 1 - 1130 (SN:01)		Rodriguez	Sick
Absent	1/12/2015	Math 11 - 0873 (SN:01)		Rodriguez	Sick
Absent	1/9/2015	PE Gr 11/12 - 0646 (SN:03)	2	Johnson	Skipped Class

- Missed Classes: shows users all period misses where the student was marked absent by a teacher (this view only includes period misses for times when the student was expected to be in class, and does not include period absences that are tied to daily absences).

Contacts | Attendance | Schedule | Letters | User Defined | Notes

STUDENT INFORMATION

Daily Attendance | Course Attendance Missed

2014-2015

Type	Date	Course	Period	Teacher	Reason
Absent	1/19/2015	English 11 - 0014 (SN:05)	1	Adams	
Absent	1/14/2015	US History & Govt 11 - 0112 (SN:05)	4	Walker	
Absent	1/9/2015	PE Gr 11/12 - 0646 (SN:03)	2	Johnson	Skipped Class

- Attendance Letter: shows users a list of period attendance that may contribute to attendance policy letters (the specific types of attendance entries shown is dependent on how course attendance policy is configured).

Contacts | Attendance | Schedule | Letters | User Defined | Notes

STUDENT INFORMATION

Daily Attendance | Course Attendance Attendance Letter

2014-2015

Type	Date	Course	Period	Teacher	Reason
Tardy	1/22/2015	English 11 - 0014 (SN:05)	1	Adams	
Absent	1/19/2015	English 11 - 0014 (SN:05)	1	Adams	
Tardy	1/16/2015	US History & Govt 11 - 0112 (SN:05)	4	Walker	
Absent	1/14/2015	US History & Govt 11 - 0112 (SN:05)	4	Walker	
Absent	1/12/2015	US History & Govt 11 - 0112 (SN:05)	4	Walker	Sick
Absent	1/12/2015	Study Hall - 9500 (SN:05)	3	Martinez	Sick
Absent	1/12/2015	Study Hall - 9500 (SN:03)	2	Martinez	Sick
Absent	1/12/2015	English 11 - 0014 (SN:05)	1	Adams	Sick
Absent	1/9/2015	PE Gr 11/12 - 0646 (SN:03)	2	Johnson	Skipped Class

Note: Each view is controlled by its own permission; if you do not have permission to view a specific option, the radio button for that option will not appear. In addition, depending on your school's settings, newly submitted absences may not be visible immediately.

To view tallies, click on the Show Attendance Tallies button in the upper right corner of the Course Attendance view.

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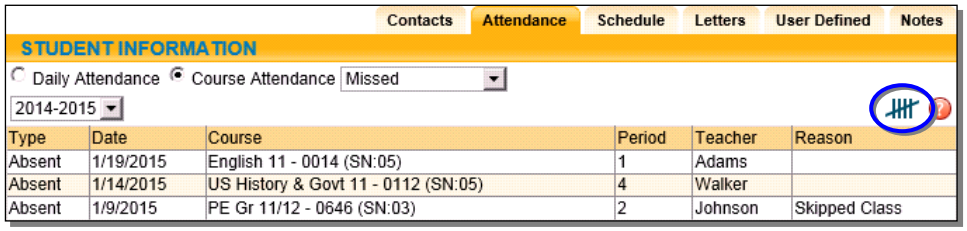
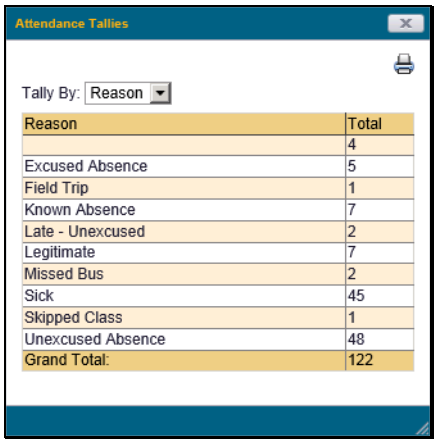
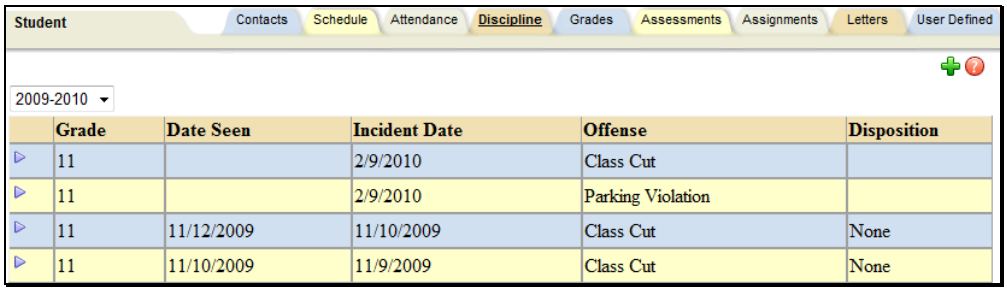


A list of attendance tallies will display in a pop-up. Use the drop-down to tally by reason, type, course, period, teacher, or date. Click the Print icon to send a printer-friendly version of the tallies to your printer.



Discipline Tab

The Discipline tab shows a history of discipline referrals you have entered (if any), and, if the district uses points for discipline referrals, the student's accumulated points for that year. Use the year drop-down to review historical data for a previous year.



Depending on user permissions and district settings, users may be able to see all referrals for that student or only those for which a "Date Seen" has been entered.

Faculty members can also see any referral they have submitted. In addition, some users may also be able to add, edit, or delete student referrals from the **My Home > Discipline** tab.

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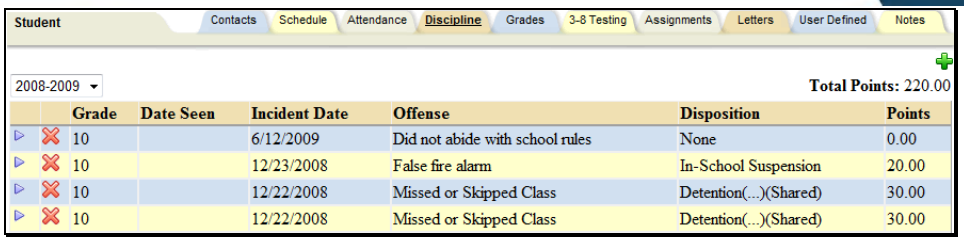
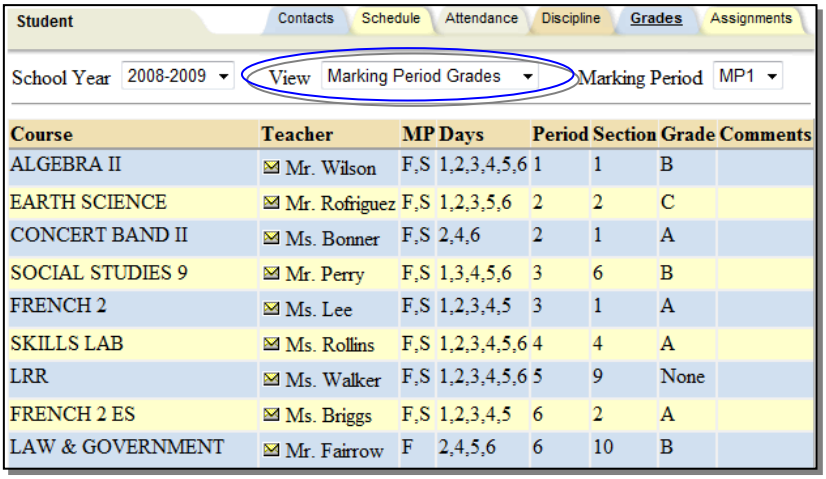


Grade	Date Seen	Incident Date	Offense	Disposition	Points
10		6/12/2009	Did not abide with school rules	None	0.00
10		12/23/2008	False fire alarm	In-School Suspension	20.00
10		12/22/2008	Missed or Skipped Class	Detention(...)(Shared)	30.00
10		12/22/2008	Missed or Skipped Class	Detention(...)(Shared)	30.00

- Click the Add button in the upper right corner of the tab to add a new referral.
- Click the Details button to view a referral you have submitted in read-only mode.
- Click the Delete button to remove a referral you have submitted.

Grades Tab

The **My Home > Grades** tab shows grades in each class based on the selected view. The Grade column displays the word “None” until grades have been published. To view grades, select the appropriate view from the drop-down menu.



Course	Teacher	MP	Days	Period	Section	Grade	Comments
ALGEBRA II	Mr. Wilson	F,S	1,2,3,4,5,6	1	1	B	
EARTH SCIENCE	Mr. Rofriguez	F,S	1,2,3,5,6	2	2	C	
CONCERT BAND II	Ms. Bonner	F,S	2,4,6	2	1	A	
SOCIAL STUDIES 9	Mr. Perry	F,S	1,3,4,5,6	3	6	B	
FRENCH 2	Ms. Lee	F,S	1,2,3,4,5	3	1	A	
SKILLS LAB	Ms. Rollins	F,S	1,2,3,4,5,6	4	4	A	
LRR	Ms. Walker	F,S	1,2,3,4,5,6	5	9	None	
FRENCH 2 ES	Ms. Briggs	F,S	1,2,3,4,5	6	2	A	
LAW & GOVERNMENT	Mr. Fairrow	F	2,4,5,6	6	10	B	

Available views include the following:

- Marking Period Grades
- Progress Report Grades
- Marking Period Average
- Assessment Grades
- Final Grades

Each view in the drop-down is driven by its own permission.

Marking Period / Progress Report Grades

The Marking Period Grades and Progress Report Grades views allow users to see marking period grades and/or progress report grades for each grading interval. For both views, the screen will show grades for the current grading interval by default. Whenever grades are not available, the Grade column will display “None.”

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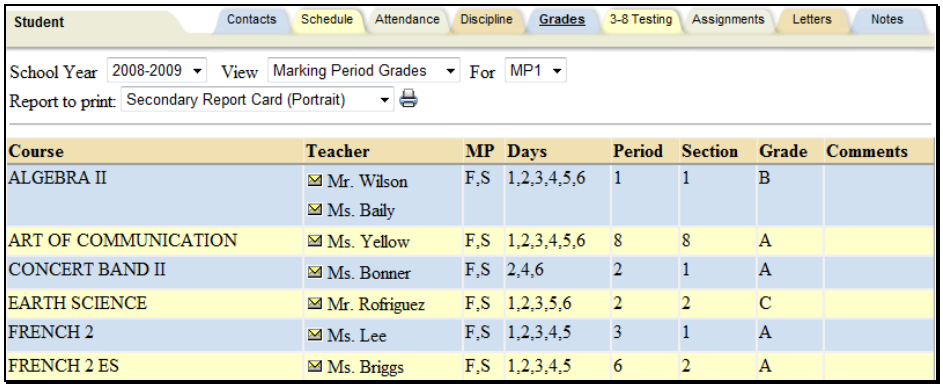
Descriptor-based course grades may be visible on the Marking Period Grades view. Descriptor topics for each course will be listed, with any available grades, grouped alphabetically by course name.

If the district uses skill sets for grading, each submitted skill grade will also be displayed on the Marking Period Grades view. Where multiple skill sets are used for a course, each skill set will be labeled and the individual skill grades will appear below the corresponding label.

Users with the appropriate permissions also have the option to print report cards and/or progress reports from these views. If more than one report format is available for printing, a drop-down menu will appear and the user must select a report format to print. Any configurable options will default to the values set in Counseling. To print, navigate to the appropriate Marking Period or Progress Report Grades view and click the Print icon.

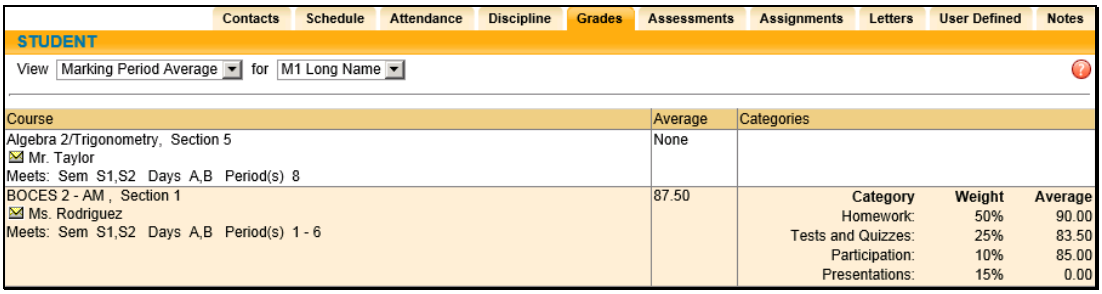


Course	Teacher	MP	Days	Period	Section	Grade	Comments
ALGEBRA II	Mr. Wilson Ms. Baily	F,S	1,2,3,4,5,6	1	1	B	
ART OF COMMUNICATION	Ms. Yellow	F,S	1,2,3,4,5,6	8	8	A	
CONCERT BAND II	Ms. Bonner	F,S	2,4,6	2	1	A	
EARTH SCIENCE	Mr. Rofriguez	F,S	1,2,3,5,6	2	2	C	
FRENCH 2	Ms. Lee	F,S	1,2,3,4,5	3	1	A	
FRENCH 2 ES	Ms. Briggs	F,S	1,2,3,4,5	6	2	A	

Note: The report format must be defined for each Building School Level and Grade before users may print these reports. If these reports have not been defined, the Print icon will not appear, regardless of the user's permissions. For more information on defining report formats for the Grades tab, refer to the *Maintenance Module* documentation.

Marking Period Average

To view the current marking period averages for each course, select Marking Period Average from the View drop-down. This view will display the current grade book average for each course for the selected marking period. By default, this view will display the marking period that was selected on the Marking Period Grades view.



Course	Average	Categories		
Algebra 2/Trigonometry, Section 5 Mr. Taylor Meets: Sem S1,S2 Days A,B Period(s) 8	None			
BOCES 2 - AM , Section 1 Ms. Rodriguez Meets: Sem S1,S2 Days A,B Period(s) 1 - 6	87.50	Category	Weight	Average
		Homework:	50%	90.00
		Tests and Quizzes:	25%	83.50
		Participation:	10%	85.00
		Presentations:	15%	0.00

Assessment Grades

To view assessment grades, select the appropriate school year and select the "Assessment Grades" option from the View drop-down. The screen will refresh to show all assessments assigned to that student for the selected school year. Any available grades will display in the "Score" column; for exams where scores have not yet been entered, the word "None" will display instead.

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Student | Contacts | Schedule | Attendance | Discipline | Grades | 3-8 Testing | Assignments | Letters | Notes

School Year 2008-2009 View Assessment Grades

Type	Course	Exam	Score	Date
Local Final	ALGEBRA II	HS Local Final Exam (20%)	82	4/1/2009 2:18:00 PM
State Final	EARTH SCIENCE	Regents Physical Setting/Earth Science	78	
Local Final	FRENCH 2	HS Local Final Exam (20%)	96	4/1/2009 2:18:00 PM
State		ACT English Test	24	
State		Regents Global Hist & Geo.	78	

If a student has received an assessment note for any assessment, the short code of the note may display instead of the score, depending on yearly configuration options.

Final Grades

To view final course grades, select the appropriate school year and select the “Final Grades” option from the View drop-down. This view will display the final grade for all courses for which grades have been submitted. This view is year-specific and is not limited to a specific marking period or progress interval.

If grades are not available for any course, the Grade column will display “None” for that course.

Student | Contacts | Schedule | Attendance | Discipline | Grades | 3-8 Testing | Assignments | Letters | Notes

School Year 2008-2009 View Final Grades

Course	Teacher	MP	Days	Period	Section	Grade
ALGEBRA II	Mr. Wilson	F,S	1,2,3,4,5,6	1	1	B+
ART OF COMMUNICATION	Ms. Yellow	F,S	1,2,3,4,5,6	8	8	A
CONCERT BAND II	Ms. Bonner	F,S	2,4,6	2	1	None
EARTH SCIENCE	Mr. Rofriguez	F,S	1,2,3,5,6	2	2	B
ENGLISH 11 REGENTS	Mr. Fairbanks	F,S	1,2,3,4,5,6	Supplemental Courses	10	None
FRENCH 2	Ms. Lee	F,S	1,2,3,4,5	3	1	None
FRENCH 2 ES	Ms. Briggs	F,S	1,2,3,4,5	6	2	None
LATIN 3	Mr. Perry	F,S	1,2,3,4,5,6	Supplemental Courses	1	None
LAW & GOVERNMENT	Mr. Fairrow	F	2,4,5,6	6	10	B
LRR	Ms. Walker	F,S	1,2,3,4,5,6	5	9	None
PE 9-10B	Mr. Baily	F	1,3,5	8	8	B+
PSYCHOLOGY	Mr. Shear	F	2,3,4,5,6	8	2	A

Assessments Tab

The Assessments tab displays a student’s 3-8 Assessment scores and any User Defined Assessment records for users with the appropriate permissions. To change the view, select the appropriate radio button (if radio buttons do not appear, this means the user has permission to see only one type of record on this tab).

The 3-8 Testing view shows a student’s 3-8 Assessment scores. You may print the student’s 3-8 Assessments or from within this tab by using the Print button in the top right of the tab. This tab is typically available only for elementary students.

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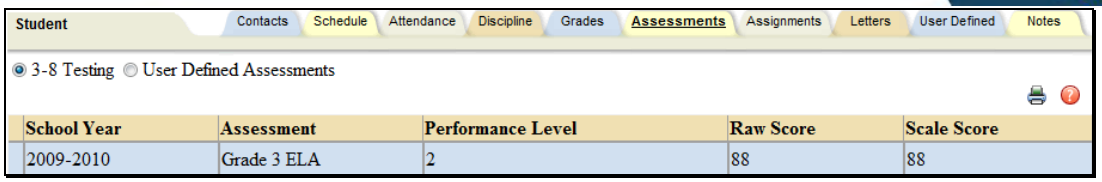
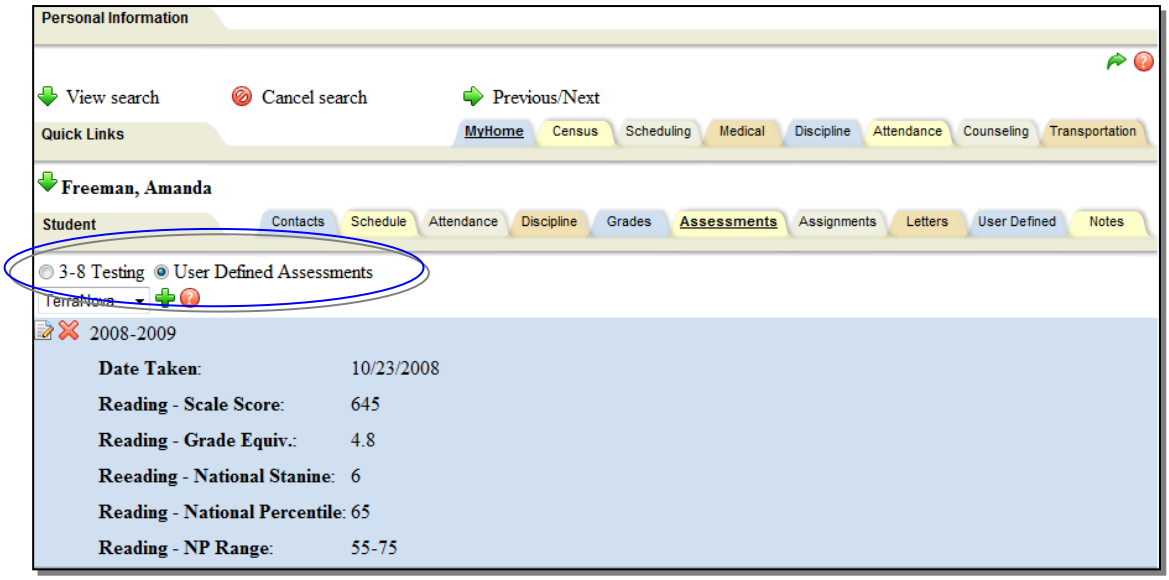


Use the radio buttons to view either 3-8 Testing data (the default view) or User Defined Assessment records.

To view user defined assessment records, select the appropriate radio button and use the drop-down to specify the type of user defined assessments to view. All records for the selected user defined assessment will be shown on the screen.



To add a new user defined assessment record, click the Add button and complete the fields as appropriate. Use the Edit or Delete buttons to modify or remove records as necessary.

Note: When adding a user defined assessment, the school year is a required field.

Assignments Tab

The Assignments tab displays all assignments tied to the selected marking period in any grade book that exists for the selected school year and course. By default, the Assignments tab shows a list of all courses. Click on the Show Category Average button to see a list of all course averages for that marking period.

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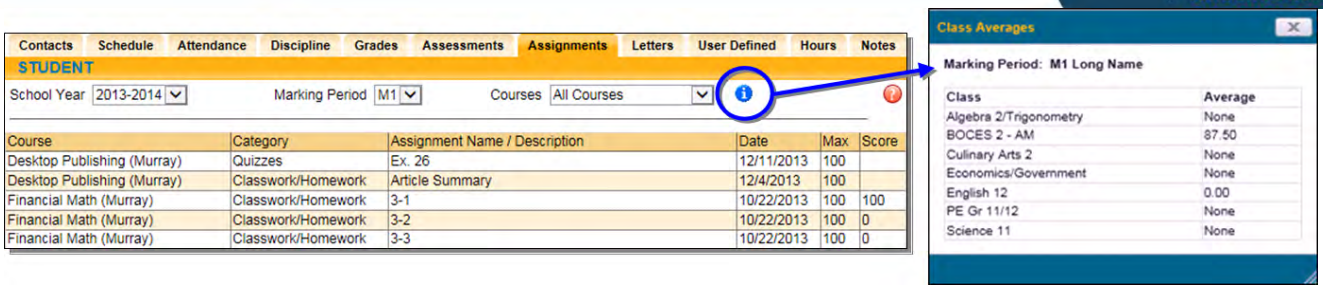
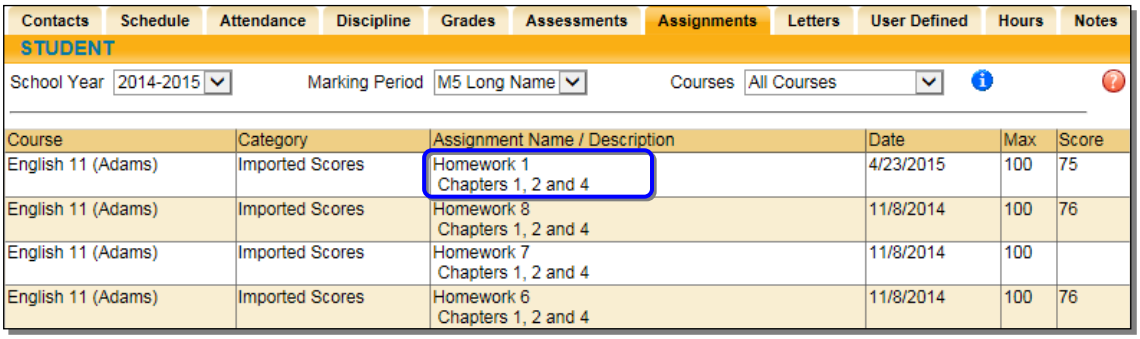


Any assignment descriptions entered by the teacher will display on the second line in the list of assignments.

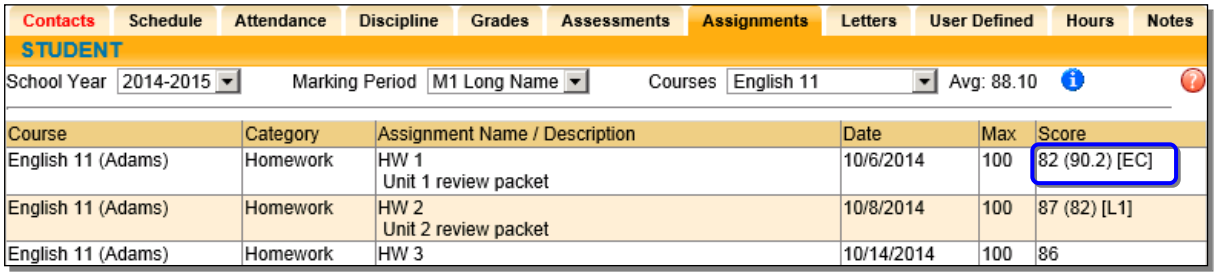


For any assignment with an attribute associated with it, the Student Score column will display the score, if any, as well as the short code for any attributes applied to that assignment and the adjusted score (if appropriate). Multiple attributes are separated by a comma.

Scores, attributes, and adjustments are displayed as follows:

Score (Adjusted Score) [Attribute Short Code]

For example, a student originally received an 82 on an assignment, but the teacher applied an “EC” attribute to that assignment to designate Extra Credit of 10%. The student’s score now shows 82 (90.2) [EC] to indicate the adjustment.



Users can move their mouse over any attribute in the Student Score column. The mouse-over text will show the user the full name of the attribute and any adjustment defined for that attribute. For example, holding the mouse over the “L1” attribute may display “Late 1: -5%” to indicate that the score has been adjusted by -5% based on the application of that attribute.

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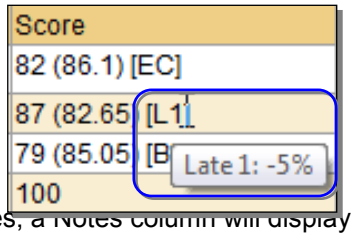
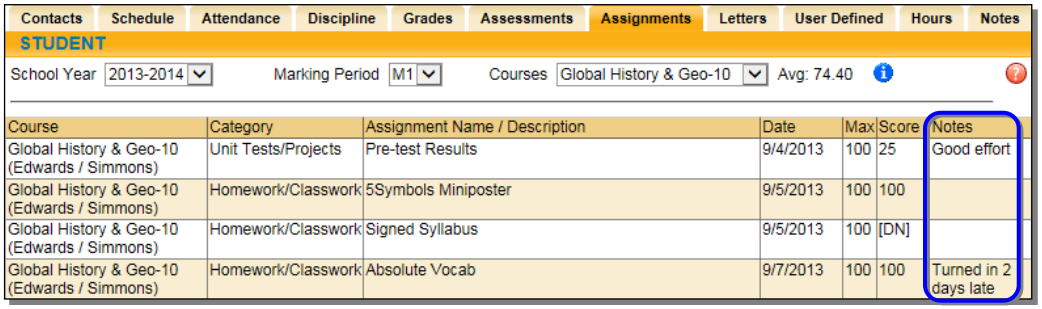
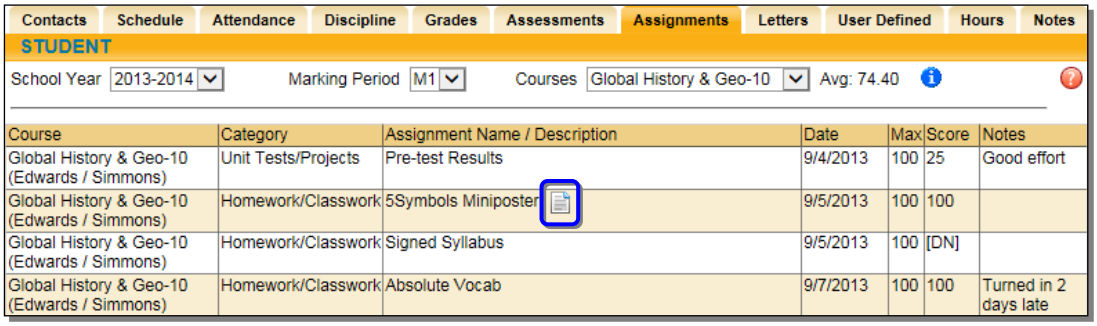


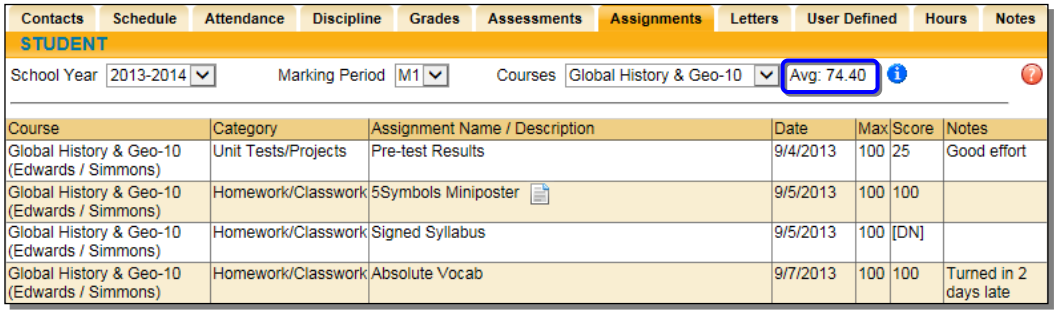
If the teacher has shared any assignment notes, a Notes column will display for users who have permission to view assignment notes.



Attachments are indicated by an icon in the Assignment Name column. To view an attachment, click the Attachment icon and download the file.



When viewing assignments for a specific course, the marking period average will be displayed next to the course drop down.



Click the Show Category Average button to view the category break down for the course for the selected marking period.

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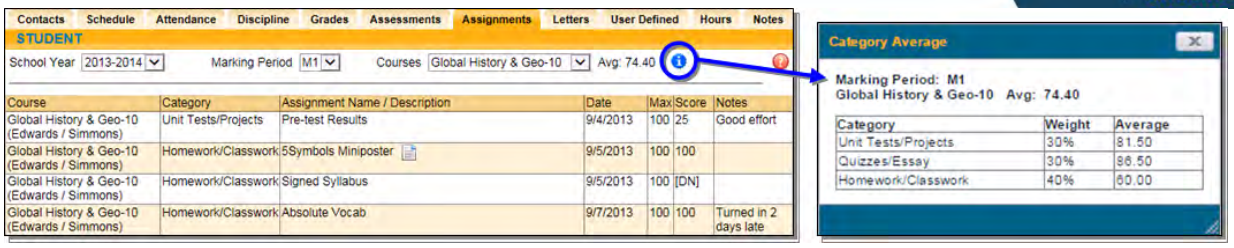
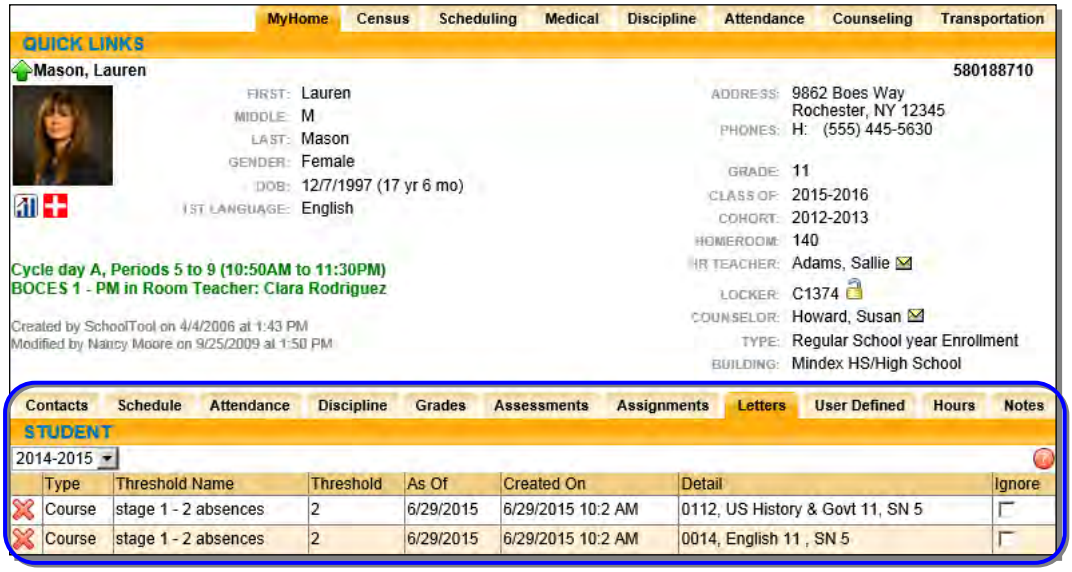


Letters Tab

On the Letters tab of a Student Record, users will see the student's Attendance Letter history. The list is read-only unless the user has permission to delete letters or mark them as ignored, and may be sorted by any column. Users may view other years' Attendance Letters by using the drop-down menu.

Users with the appropriate permission may delete any letter from the Letters tab. If this permission is enabled, a Delete button will appear next to each letter in the list.



The Attendance Letters history shows the following information:

- Type: Displays the policy type that was used for that letter (this is determined based on the Attendance Policy settings in Maintenance). The values shown here may be Daily, Course, or Tardy, depending on the type of policy.
- Threshold Name: The name of the Attendance Policy stage that was used to generate this letter.
- Threshold: Shows the number of misses used for that particular Attendance Policy threshold.
- As Of: Reflects the date entered by the user when running the Attendance Letters search
- Created On: Displays the date on which the user actually generated that letter

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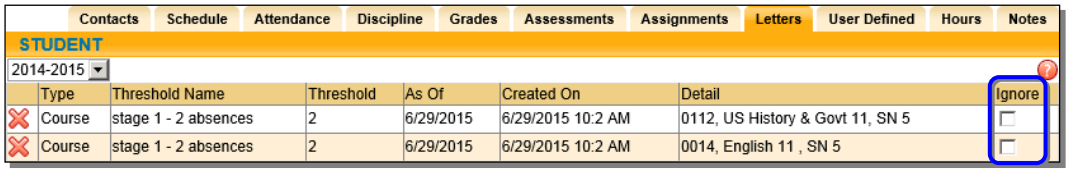
- Detail: Provides details about the course for which the letter was run. The details, which are separated by commas, are Course ID, Course Name, and Section Number (SN), respectively.
- Ignore: When checked, a letter will be marked as "ignored" and school**tool** will behave as though the letter was never sent. When a letter is ignored, the comment entered by the user as the reason for ignoring the letter will be displayed in a second row.

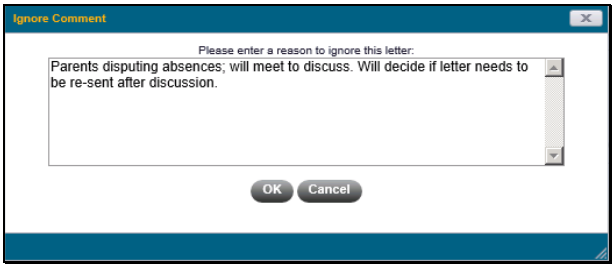
Note: Details will only display when the policy Type is Course; if the Type is Daily or Tardy, the Details field will be blank.

Users with the appropriate permissions may mark a student's attendance letter as "ignored." When a letter is marked as "ignored," school**tool** will keep the historical record to indicate that the letter was sent. However, when determining which students need attendance letters, school**tool** will behave as though that particular letter was never sent.

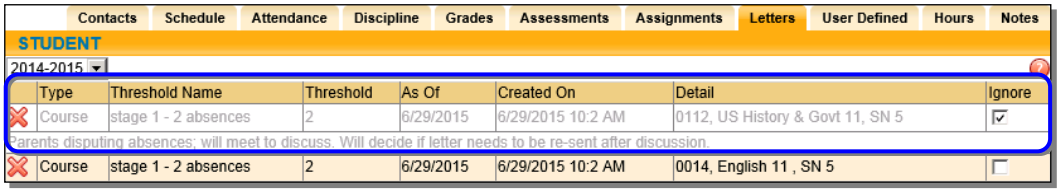
To ignore an attendance letter, click the Ignore checkbox on the right side of the screen for the letter you wish to ignore.



In the pop-up window that appears, enter a brief comment to indicate a reason for ignoring the letter and click OK to continue.



When a letter is marked as "ignored," the letter will display on the student's Letters tab in gray text. To remove the "ignore" status, simply uncheck the Ignore checkbox (this will also remove the comment).



Messages Tab

This tab displays any available messages. These messages 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.

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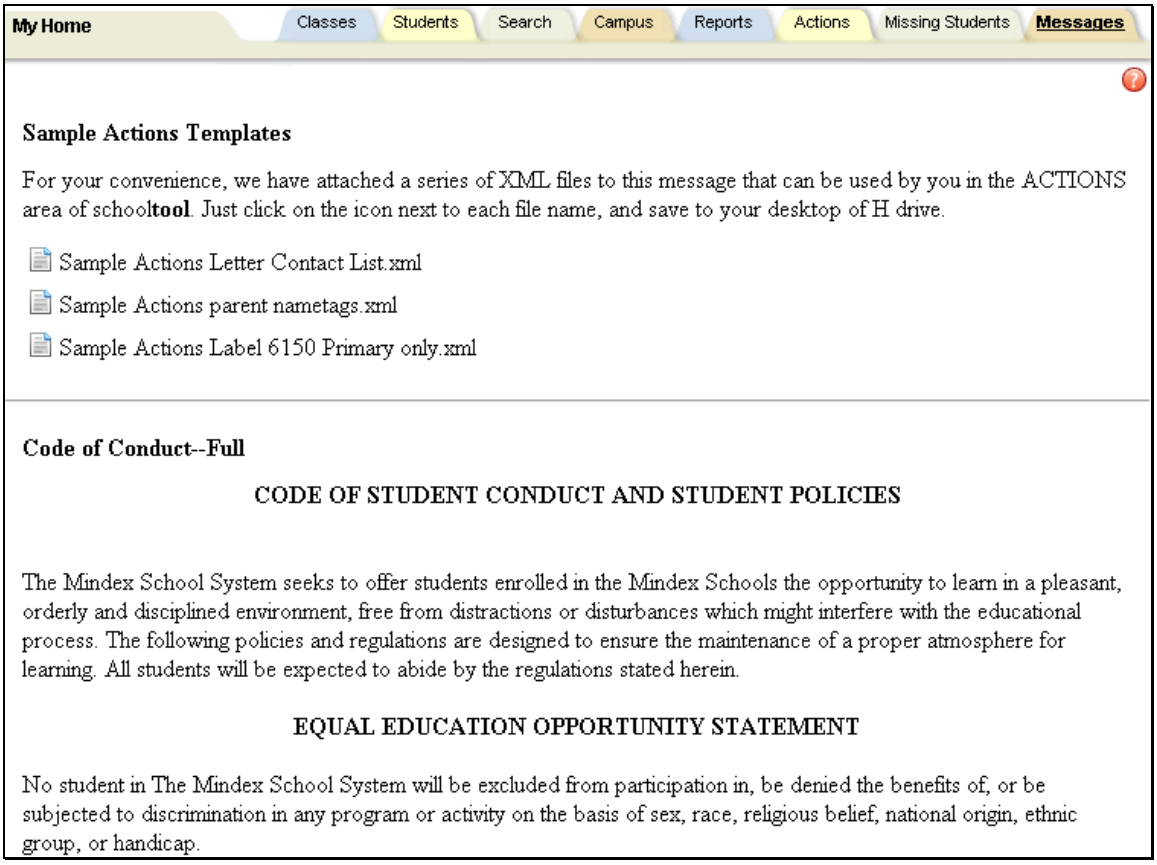
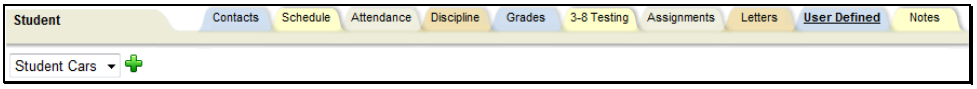
The text of the **Home > My Home > Messages** tab will turn green when a new message has been published on the current date.

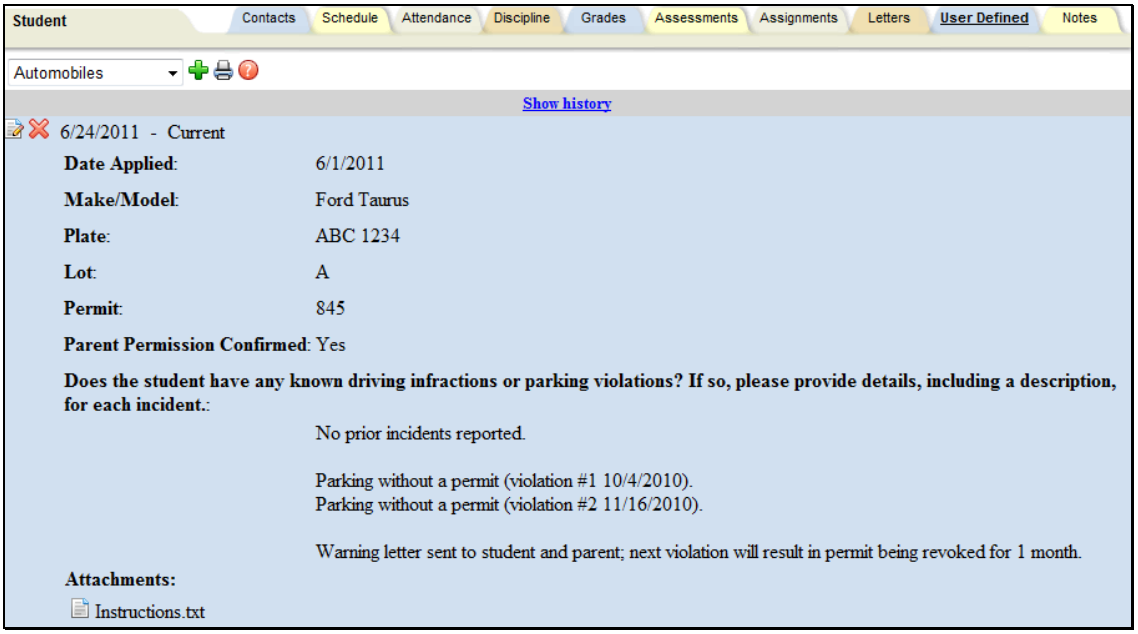


User Defined Tab

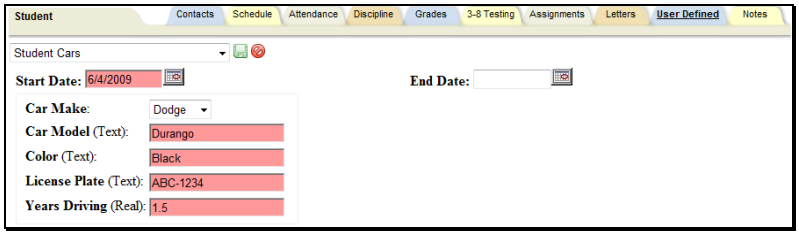
The User Defined tab is available on the Person Record for students, residents, or faculty. This tab displays any active user defined screens created in Maintenance. These screens are created and configured by the district and may contain any number of custom fields and field types. Select a user defined screen from the drop-down menu to view a list of all active records for that screen.



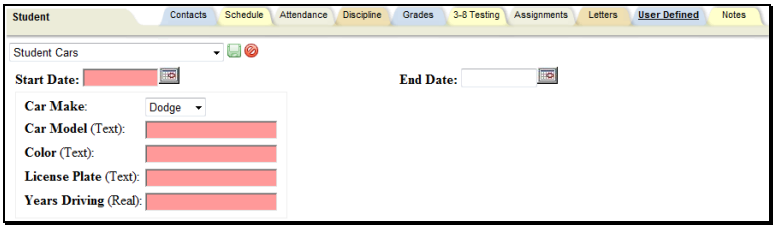
If the individual has data entered for any user defined screen, this information will appear in read-only mode on this tab. Click Show History to show all records for that screen, including inactive records. Users can also click the Print button to generate a report of that person's user defined screens.



Users with Edit permission may add, modify, or remove records. To modify an existing record, click the Edit button and modify as needed. Click the Delete button to permanently remove a record.



To add a new record, select the screen from the drop-down menu and click the Add button. A new record will open in edit mode. All required fields are highlighted in pink.



Enter information in each field as appropriate and Save the record when finished. Field types are indicated for all fields except drop-downs, and may include any of the following field types:

- Drop-down List

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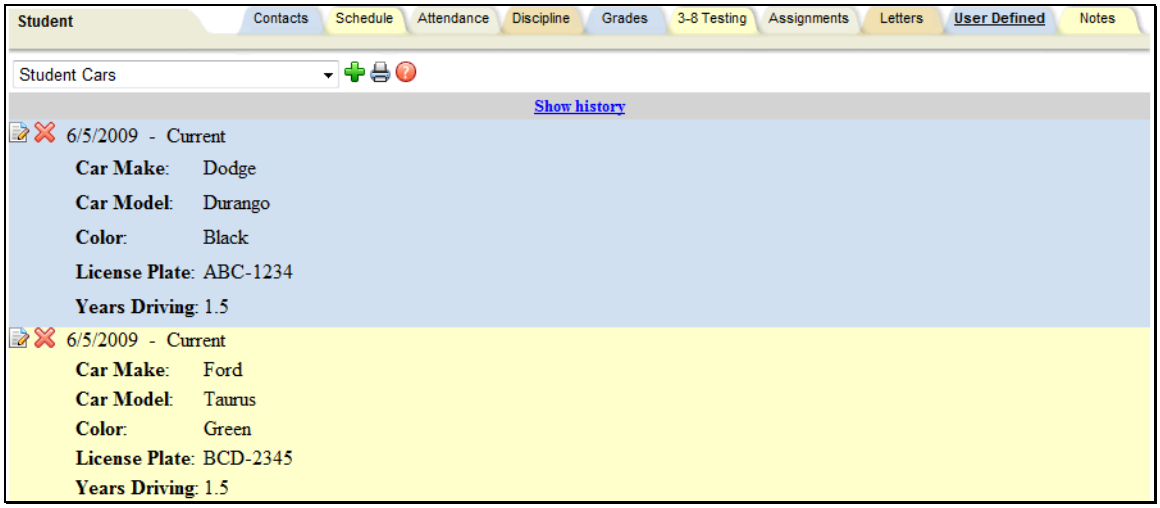
- Text
- Real (real numbers; can include decimal points)
- Integer (whole numbers only)
- Date
- Checkbox (Yes/No)

Note: Active fields, field types, drop-down content, and maximum field lengths are specified in Maintenance for each user defined screen. Refer to the *Maintenance Module* documentation for detailed information on configuring a user defined screen.

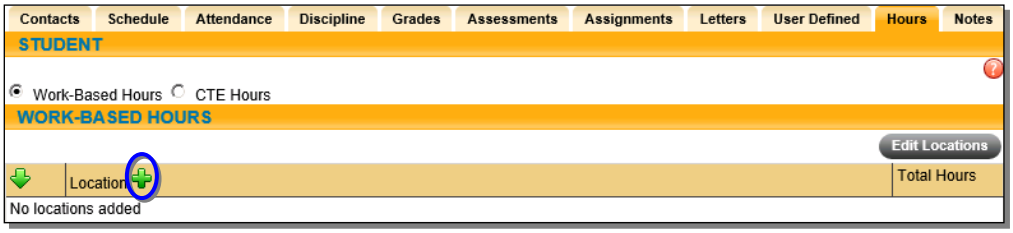
All records must have a Start Date, which is used to indicate the date the record became active. If an End Date is entered, that indicates the date that record expires. Once the End Date has passed, the record will become inactive and will be visible when a user clicks "Show history."



Hours Tab

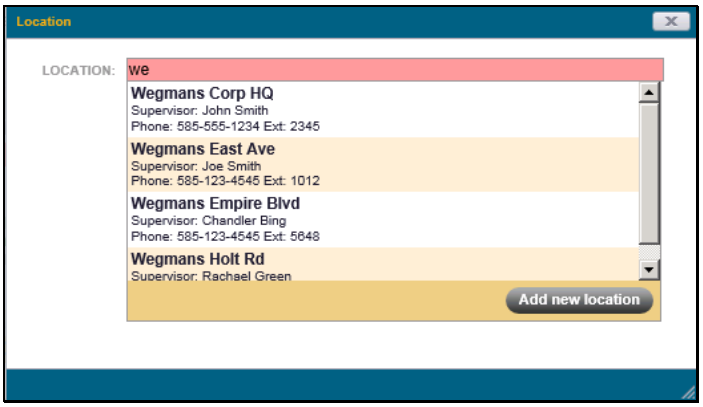
Adding Work-Based Hours

To add a location and work-based hours to a student, begin by clicking the Add Location button next to the Location heading in the grid.

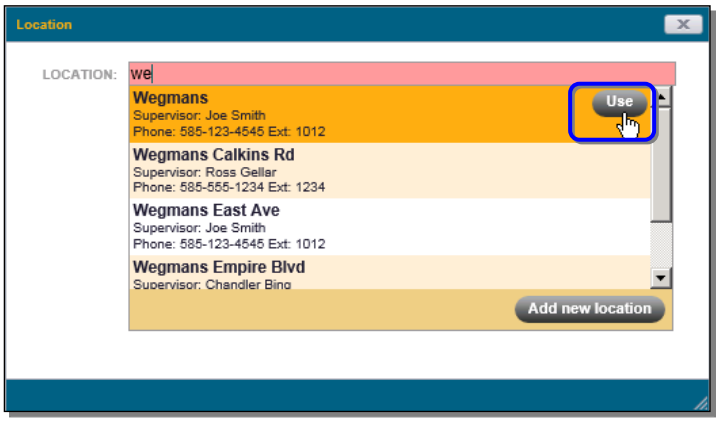


In the pop-up that appears, enter text to search for an existing location.

If any matching locations exist, they will be listed below the Location text box.



To select an existing location and add it to the student, hover over the matching result and click the Use button that appears in that row.



To create a new location, click the Add new location button at the bottom of the list.

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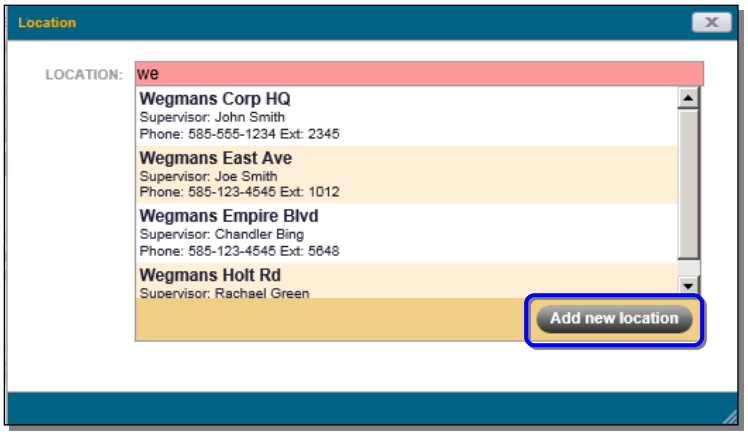
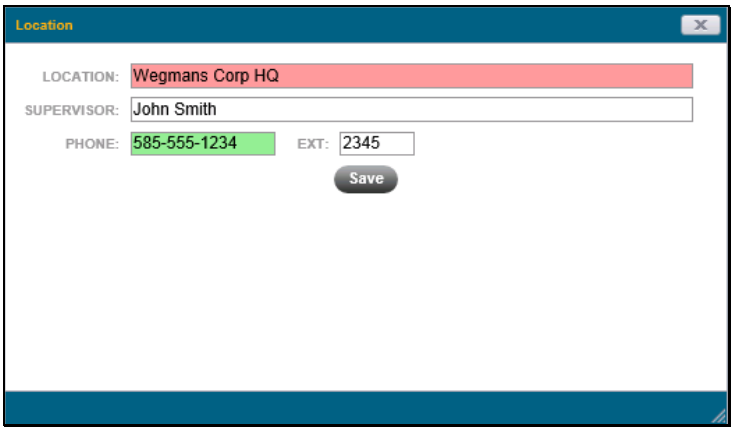
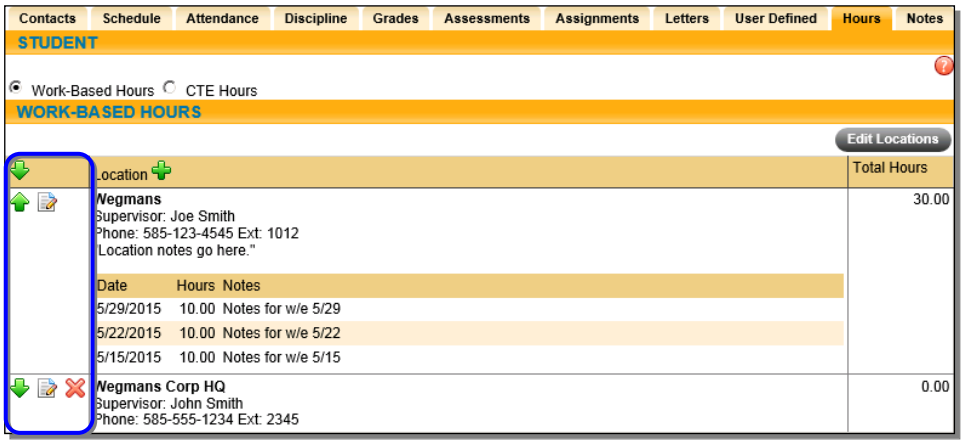


Enter the appropriate information in the fields provided and click the Save button to add the location (this will add it to the list of locations as well as to the student's Hours tab).



After a location has been added to the student's Hours tab, you may use the Show/Hide buttons to expand rows, click the Edit button to add/edit location details and hours, or Delete the row (you may not delete a row that has hours associated with it; you must first delete all hour entries if you wish to remove a location).



To enter Work-Based Hours for a location, click the Edit button.

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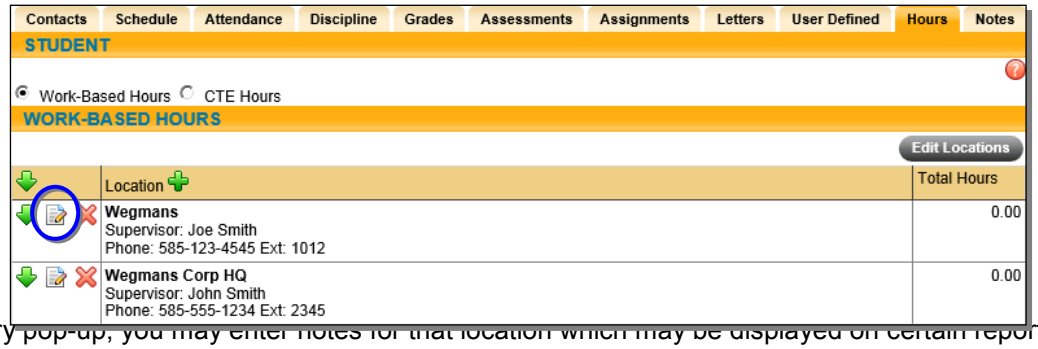
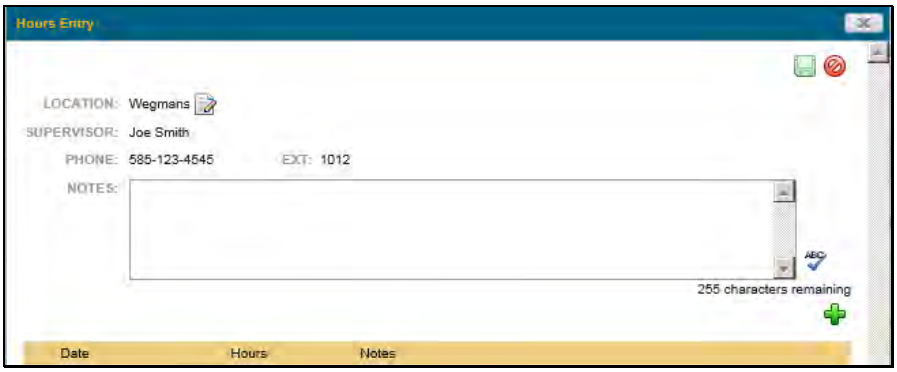


In the Hours Entry pop-up, you may enter notes for that location which may be displayed on certain reports (Employability Profile reports, CDOS reports, and some transcripts). Location notes are specific to that student for the selected location, and will not be shared with other students using that location, nor will they be shared with other locations on that student's record. You may also change the location by clicking the Change Location button near the top of the screen.



Click the Add Hours button to begin entering hours for this location. Fill in the fields in the row that appears. The Notes field for each row of hours is for informational purposes only and will not be displayed on reports.

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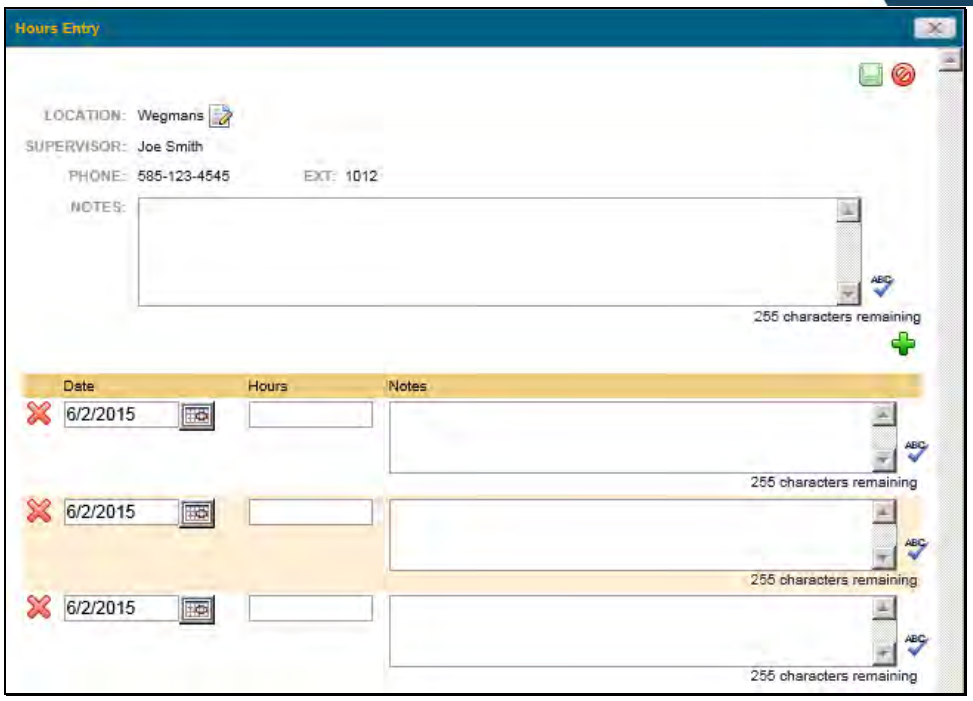
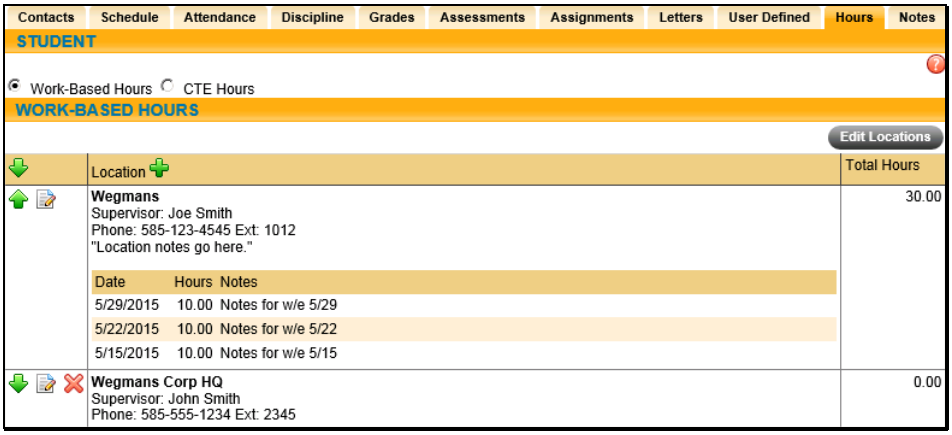


After entering all appropriate information, click the Save button to return to the student's Hours tab.
To view details about a location (and any associated hours or hours notes), use the Show/ Hide buttons to expand rows.



Adding CTE Hours

To enter CTE Hours, begin by clicking the Add Course button to select a CTE course.

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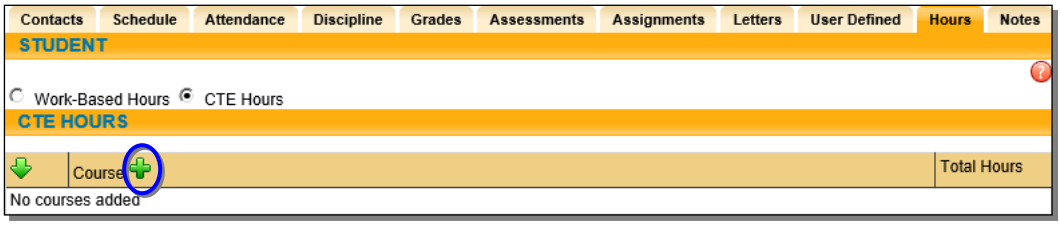
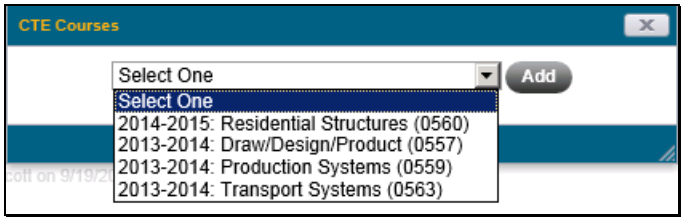
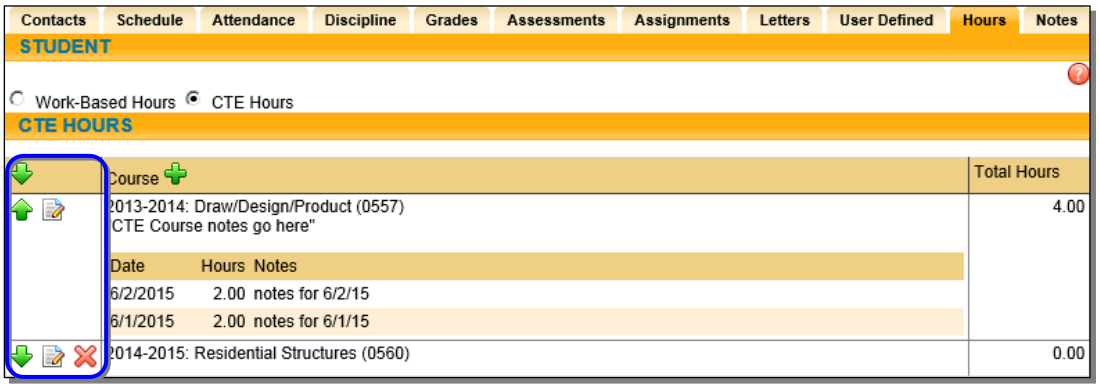


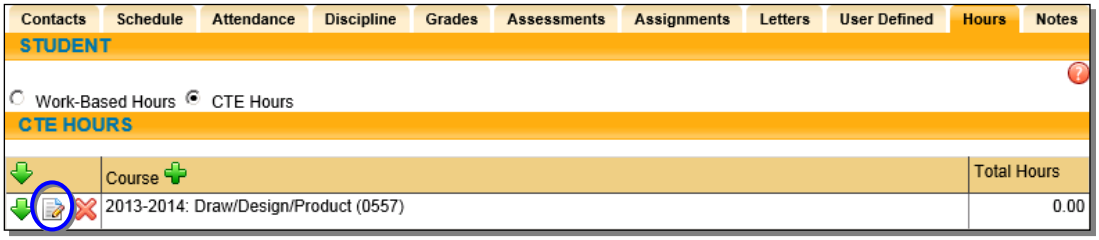
A pop-up will appear with a drop-down list of all courses on that student's schedule that are designated as CTE courses. Select the appropriate course and click the Add button.



The course will be added to the student's Hours tab. You may use the Show/Hide buttons to expand rows, click the Edit button to add/edit hours, or Delete a course if it does not have hours associated with it (you may not delete a row that has hours associated with it; you must first delete all hour entries if you wish to remove a course).



To add CTE course notes and view or edit hours, click the Edit button for the appropriate row.



In the Hours Entry pop-up, you may enter notes for that course which may be displayed on certain reports (Employability Profile reports, CDOS reports, and some transcripts). These notes are specific to that student for the selected course, and will not be shared with other students in that course, nor will they be shared with other courses on that student's record.

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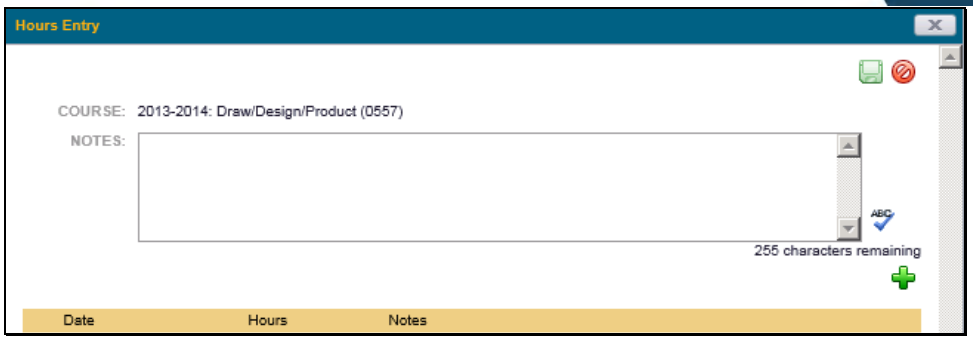
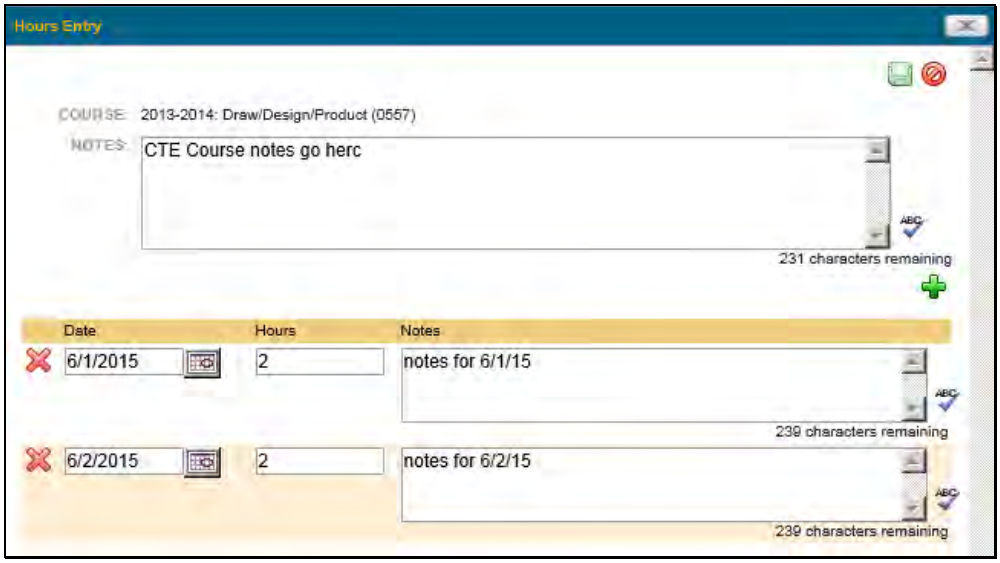
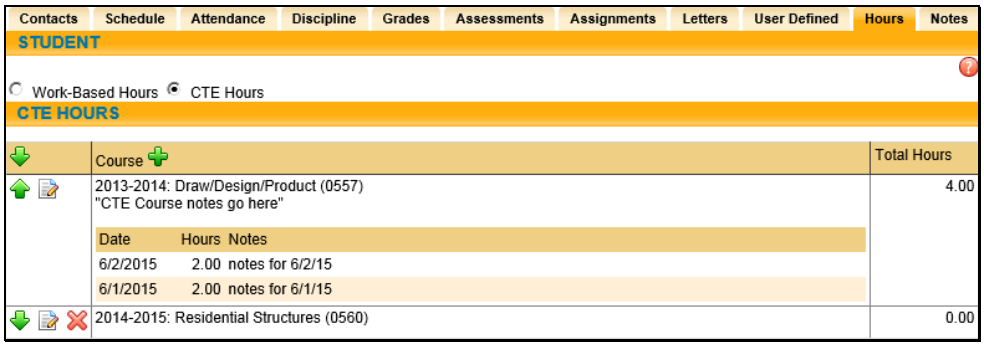


Click the Add Hours button to begin entering hours for this course. Fill in the fields in the row that appears. The Notes field for each row of hours is for informational purposes only and will not be displayed on reports.



After entering all appropriate information, click the Save button to return to the student's Hours tab.



Editing Locations

Click on Edit Locations button to view a list of all existing locations.

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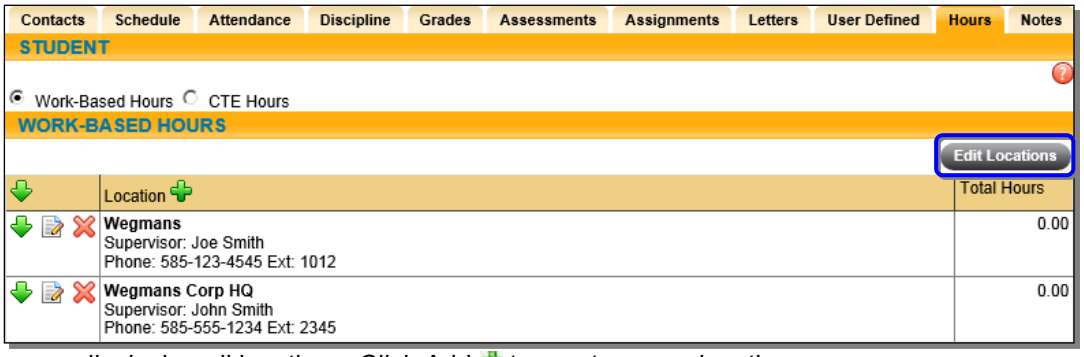
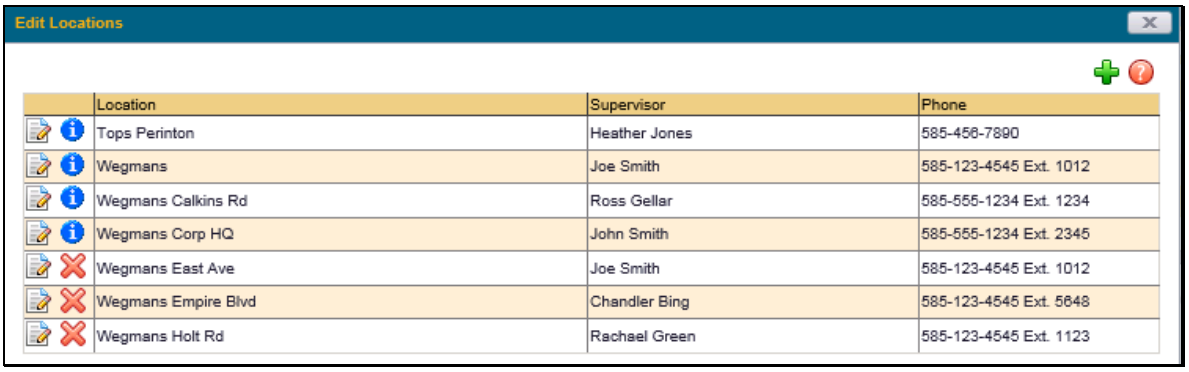
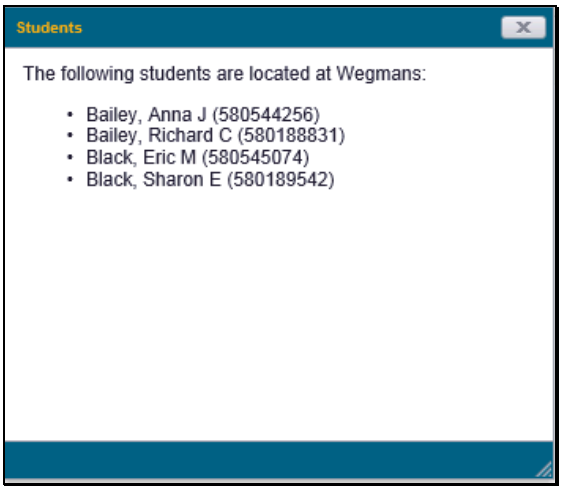


A pop-up will appear, displaying all locations. Click Add to create a new location.



If a location is in use, you may click on the Show Students button to view a list of all students associated with this location. Locations can only be deleted if they are not tied to any student.



To modify details for a location, click the Edit button and make the necessary changes. Keep in mind that changes to a location in this area will impact any other students who are already associated with that location.

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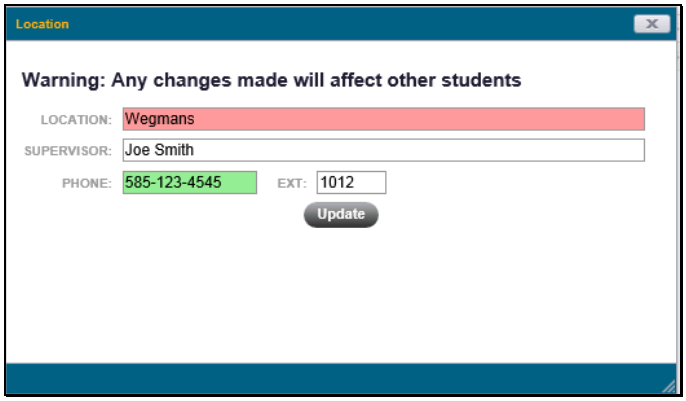
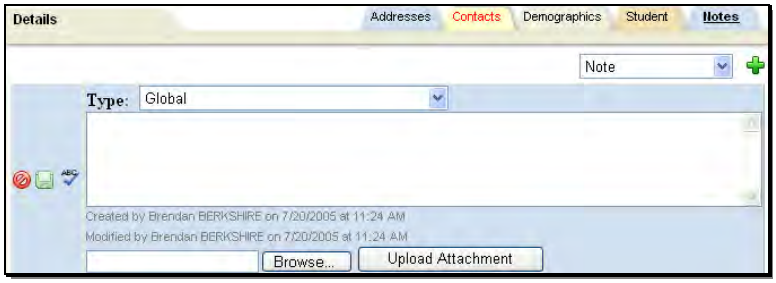


Notes Tab

Each person record contains a **Notes** tab where you can add other information about this person. For a student, you might add notes about club participation or record meetings with parents. This is also where Orders of Protection are added. Be careful about the confidentiality of the information you add, as some notes can be seen by all users.

General Notes

1. Click once on the green Add Note button.
2. Select a Note type. There are four (4) types of General Notes:
   - Global – which, when saved, are available to all schooltool users.
   - Building Only, Not Passed with Promotion – which become a part of the student's record only until he/she advances to the next building, and then they are visible only to users whose building rights include the building where the note was originally added.
   - Building Only, Passed with Promotion – which, when saved, become a part of the student's record and remain as he/she advances to the next building.
   - Personal – which are only available to the user that entered the note.
3. Enter the note content in the free-text area. This field will accept up to 1,000 characters.



4. Add any supporting documents by clicking once on the Browse button and locating a file on the hard drive. Files may be any format (Word documents, spreadsheets, HTML, emails, etc), and there is no limit to the number of attachments which may be included. Once a file is located, it must be uploaded to school**tool** in order for it to be saved with this note.
5. Once the Note is saved, the tab will refresh showing the notes in read-only mode.

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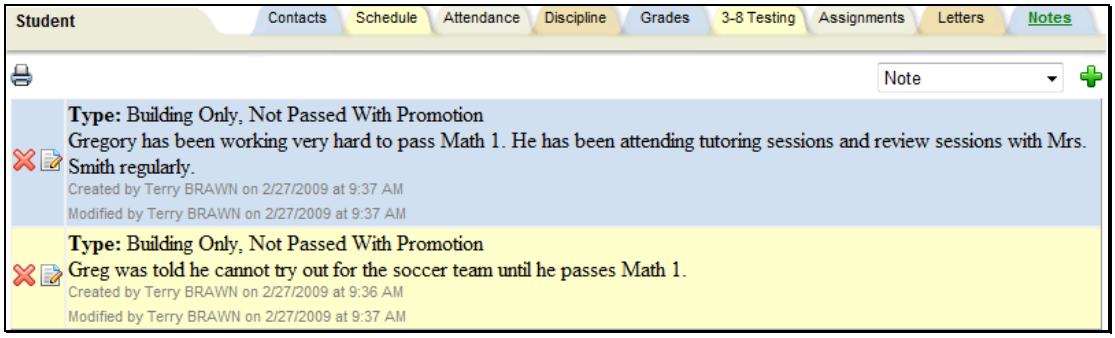
6. The Notes tab title will turn green to indicate that “new” notes exist on that student’s record. Notes are considered new for a specified number of days after they have been created or modified, as defined by the district.

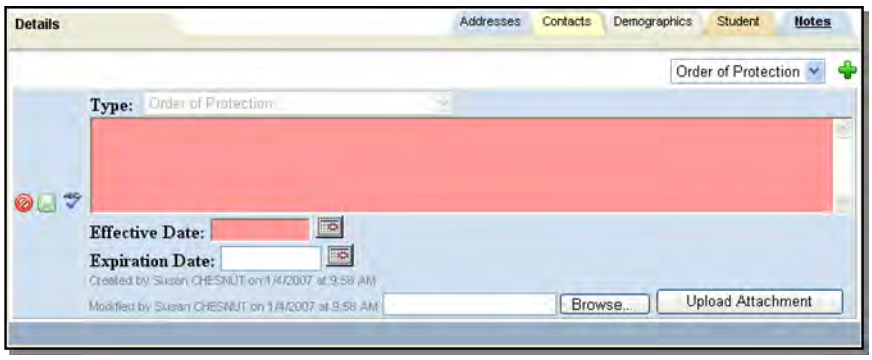


Note: The Notes tab title will turn red when an active Order of Protection note exists, regardless of whether or not new notes exist.

7. Use the Delete and Edit buttons to remove or make changes to existing notes.

Orders of Protection

1. Select Order of Protection from the drop-down list at the right of the tab.
2. Click once on the green Add Note button. An Order of Protection record will appear.



3. Complete the Order of Protection:
   A. Type a free-text description (required) of the order in the box under the word Type.
   B. Enter an Effective Date (required). Type the date manually in the mm/dd/yyyy format, or use the pop-up calendar.
   C. Enter an Expiration Date (if any). Type the date manually in the mm/dd/yyyy format, or use the pop-up calendar.
   D. Attach any digital supporting documents by using the Browse and Upload Attachment buttons.
4. Click once on the green Update button to the left of the description comments box.

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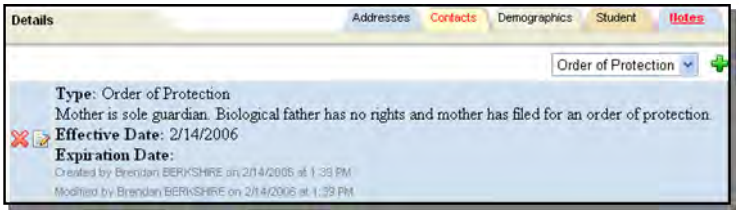


Note: Once the Order of Protection has been saved, the Notes tab will turn red, alerting users that there is an Order of Protection for this student.

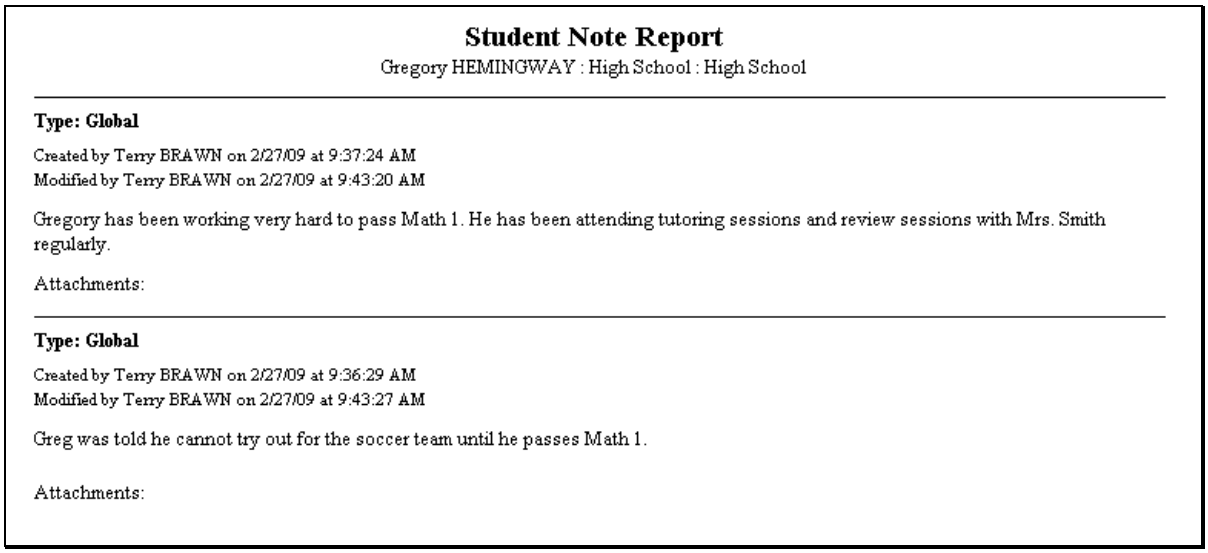
Note: Orders of Protection can be Edited and Deleted as necessary.

Note: The Created By and Modified By audit tracking will update as users add and update this information.

Printing Student Notes

Users may print a report of all Student Notes listed on the Notes tab by clicking the Print icon in the upper left corner of the Notes area. The report will include all notes that are visible to that user, and will display the note type, the dates the note was created and/or modified, the note text, and will indicate whether or not the note has any attachments.

If the user has permission to view Orders of Protection, the report will also include these notes. The report will include all Effective dates and Expiration dates indicated on the Order of Protection note.



Student Note Report

Gregory HEMINGWAY : High School : High School

Type: Global

Created by Terry BRAWN on 2/27/09 at 9:37:24 AM
Modified by Terry BRAWN on 2/27/09 at 9:43:20 AM

Gregory has been working very hard to pass Math 1. He has been attending tutoring sessions and review sessions with Mrs. Smith regularly.

Attachments:

Type: Global

Created by Terry BRAWN on 2/27/09 at 9:36:29 AM
Modified by Terry BRAWN on 2/27/09 at 9:43:27 AM

Greg was told he cannot try out for the soccer team until he passes Math 1.

Attachments:

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My Home > Classes > Roster Tab

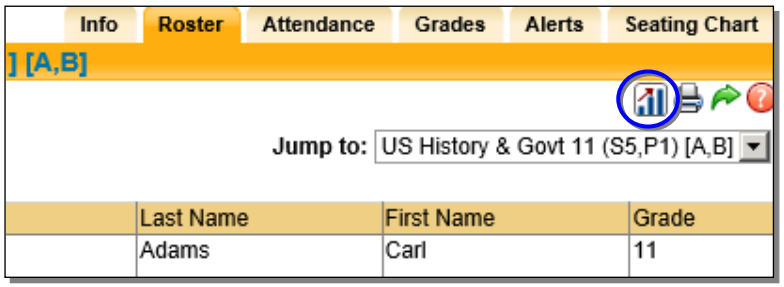
The Roster tab shows a list of all the students who are in this section of the selected class. This list may be filtered by semester, scheme, and/or cycle day (the Scheme drop-down may or may not be available depending on the district's cycle day configuration).

From the Roster you may view student alerts and access students' Personal Information Records (the ability to see alert icons is permission-based, so not all users will see these icons). Refer to the section on Student Alerts for details on what each icon means.

To view the Student Record for any student, Select that student from the list. For details on viewing the Student Record, refer to the My Home > Student Record section.

In addition, you may print a roster by clicking on the Roster Report icon. The report will respect the selected Semester, Scheme, and Day filters when generating the report.

Teachers whose districts use school**tool** Premier may also have access to the Roster Average Dashboard icon in the upper right of the screen.



The dashboard will open in a new window, allowing the teacher to view each chart as an average of all students on that roster. A section filter is available at the top of the screen; to see data for other sections, simply select the section(s) to view and click the **Update Page Data** button.

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Student Alerts

There are several types of alerts that may be visible on a teacher's class roster and also on individual students' Personal Information Records. In addition, the alert icons may provide more information on the specific alert, which displays in a text box that appears when the user holds the mouse over an alert icon.

Available alerts include the following icons and corresponding mouse-over text:

AIS Program Service

Icon:

Mouse-over text:

AIS Info:
Service: Math

IEP Viewer

Icon:

Mouse-over Text:

IEP Direct Viewer
Needs:

Medical Alerts

Icon:

Mouse-over text:

Medical Alert
Allergy: Peanuts
headaches: Carries Epi-pen
stitches:

Custom Alerts

Icon:

Note: Custom Alerts may be any color. The mouse-over text will display the name of the custom alert as defined in Maintenance.

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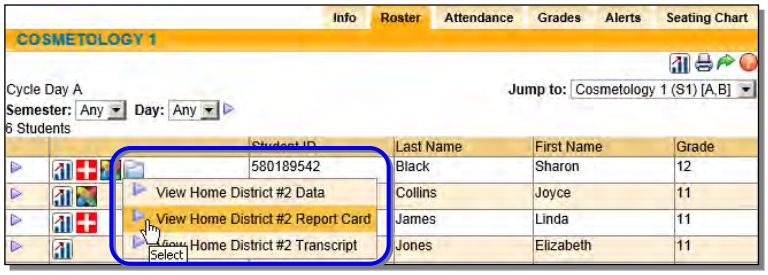
Student RTI Information	View Shared District Data	Student Dashboard Viewer
Icon:	Icon:	Icon:
Hovering the mouse over this icon will display a list of that student's active RTI records.	Clicking this icon opens a window to display student data shared by another district. ***Note:*** This icon appears only when districts have configured data sharing.	Clicking this icon opens a window to display the Student View dashboard for that student.

The visibility of these alerts are controlled by district permission settings. Users may be able to see the alert icon only, the mouse-over text description only, both, or none of these, depending on their user permissions. Separate permissions also control whether users may see these icons on a teacher's Roster.

Users with permission to view students' school**tool**IQ dashboards may see a school**tool**IQ Viewer icon for students who have a Student ID and have ever had an in-district enrollment. If this icon appears, users can click on the Viewer icon to view that student's school**tool**IQ dashboard in a new window.

If shared data is available from another school**tool** district, a View District Data icon may appear on in the alerts area. This will allow the user to view data from another district that has been configured for district-to-district data sharing (most likely between a BOCES and home district). To view shared data (or shared report cards and/or transcripts), hover over the District Data icon and Select the desired option (View District Data, View District Report Cards, or View District Transcript) from the dropdown.



Users with the Mouseover Information permission can hover over the RTI icon to see a list of the student's active RTI records.

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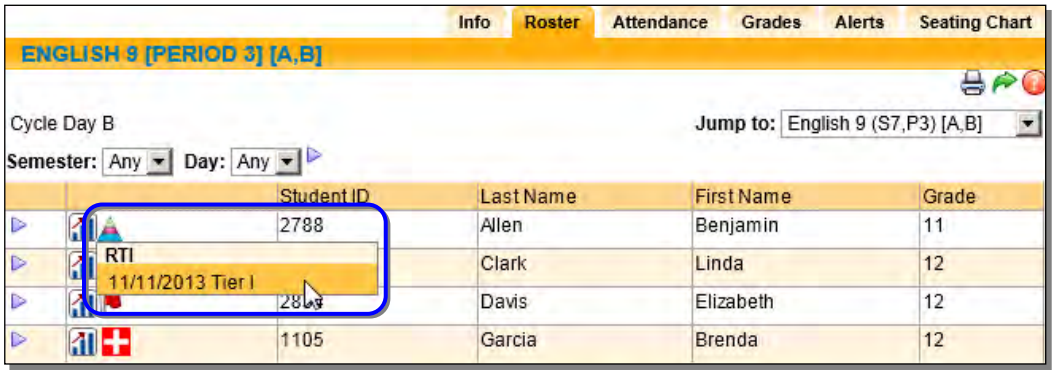
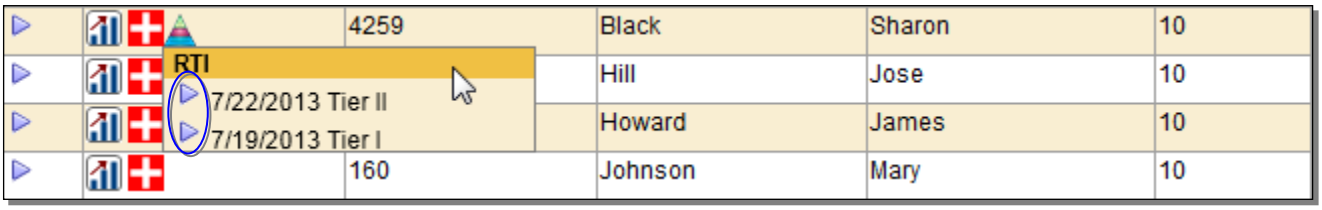
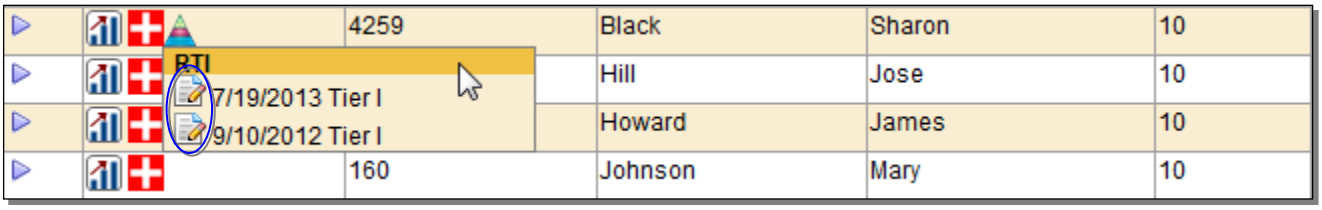


If the user has View or Edit rights, corresponding buttons will be available for each record (either a Select icon, for users with View permissions, or an Edit icon, for users with Edit permissions).

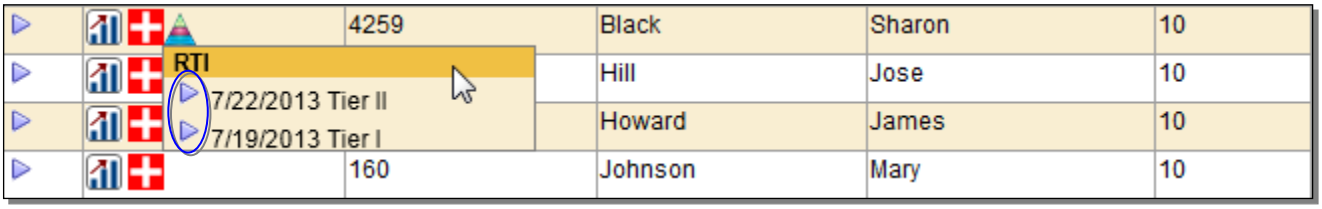


or



Viewing RTI Records

Users with View rights only will see Select icons for each record in the list.



Select a record to view details in read-only mode. Click the Done button to return to the student record.

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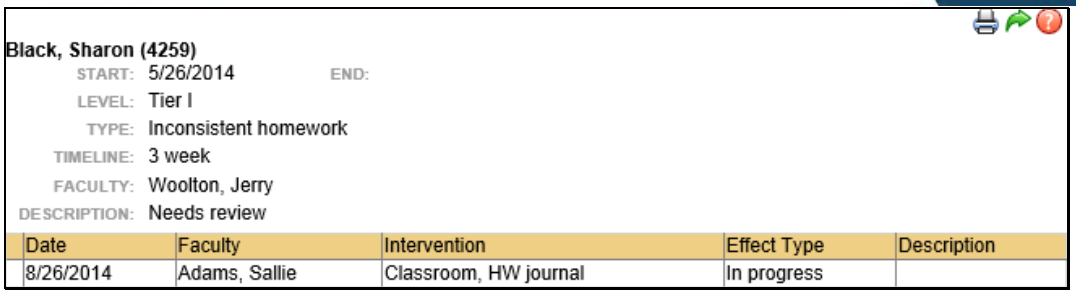
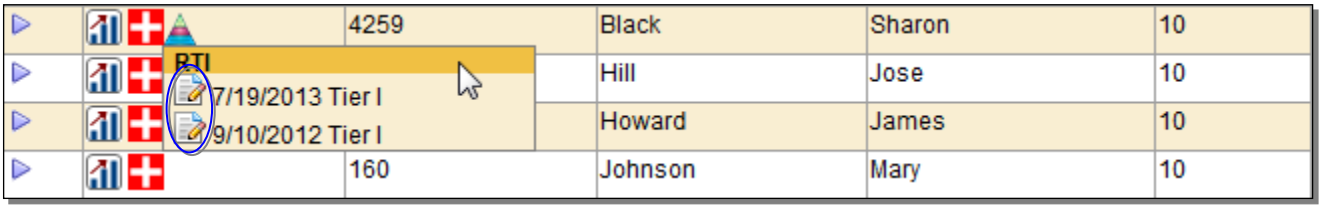
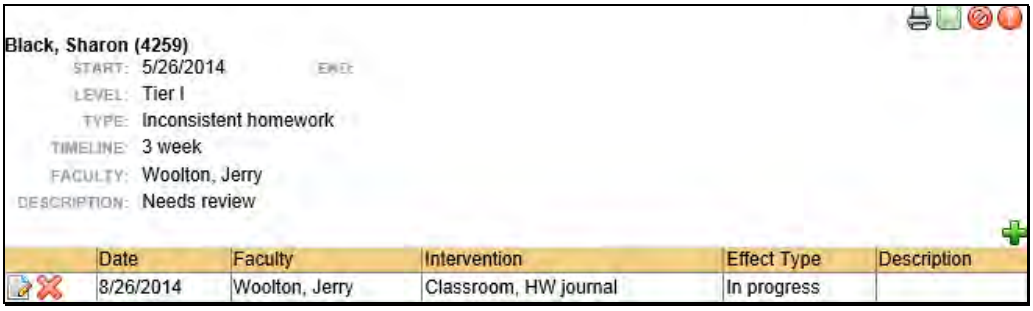


Editing RTI Records

Users with Edit rights can click the Edit button for any of the RTI records listed.



Click the Edit icon for any record to open it in edit mode. Make changes as needed and click Save to return to the student record. Please note that any number of interventions may be edited or added, but the top section of the RTI record cannot be changed from this screen. Click the RTI Detail Report icon to print the RTI record and its associated intervention details.



My Home > Classes > Seating Chart Tab

Any teacher that has classes assigned to them has access to a Seating Chart tab that will allow all of their students' photos to be organized in a manner that reflects their seats in the class. The seating chart will enable teachers to:

- Drag and drop photos to rearrange seating charts
- See only students that are scheduled for class on the specified day
- Print any day's seating chart for use by substitute teachers
- Create printable seating layouts in either portrait or landscape mode

Viewing a Seating Chart

To use the seating chart navigate to **Home > My Home > Seating Chart**.

The Seating Chart screen contains the following components:

- Date Field – the Date field will default to the current date, and will cause the seating chart to display only students for that date. To view students for a different date, enter the desired date, or use the date selector to do so, and click on the Select Dates button to refresh the screen.
- Print – the Report button in the upper right corner of the screen will open a new window to that displays the seating chart and course information only. This report is displayed as an HTML page and does not utilize the i-Net Crystal Clear viewer. To print the Report, locate your browser's print button in the Report window, and print as you would a normal web page.
- Edit – the Edit button allows the changing of student seat locations within the window. See below for specifics.
- Done – the Done button returns the user to their Home > My Home screen.

Modifying a Seating Chart

Any seating chart can be modified by a teacher:

1. Select the desired date, and click the Select Dates button to refresh the screen if necessary.
2. Click the Edit button

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3. Select either the Portrait or Landscape option as desired. This changes the overall orientation of the "classroom" to vertical (portrait) or horizontal (landscape). Changing this will alter how the Seating Chart is displayed and printed.

   It is possible to have student images outside of the border when changing from one of these options to the other. If this happens, simply drag the student image back toward the center of the screen.

4. Drag and drop the student photos, one at a time, to a location on the screen that reflects the classroom layout.
5. Save all changes with the Save button, or use the Cancel button to cancel any modifications.

   For all days, past and present, each student will remain in the same "seat" until moved. New student images will be displayed as students enter the course, and students leaving the course will no longer display.

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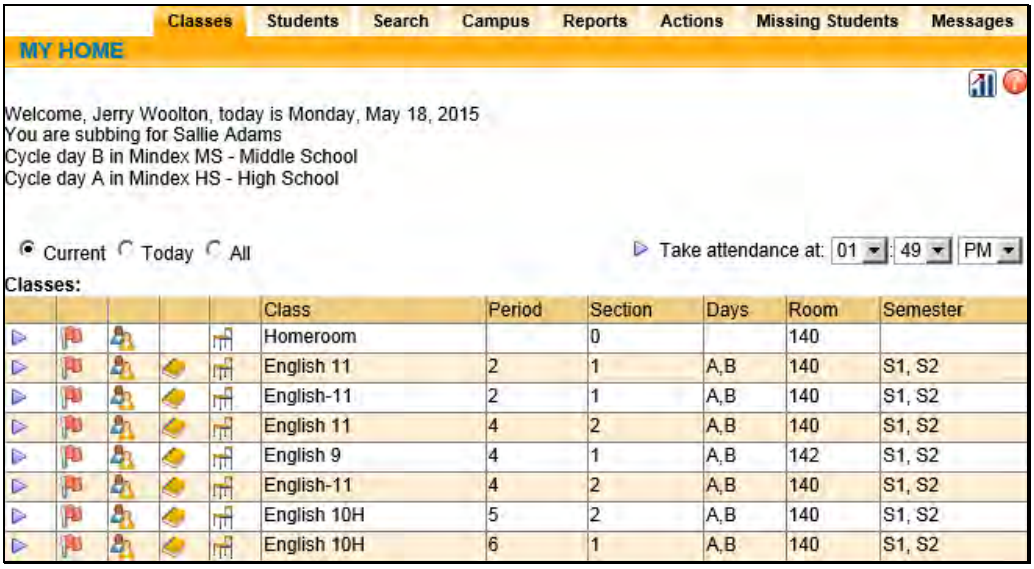
My Home > Classes > Attendance Tab

The Attendance tab respects the school calendar, as set up in Maintenance. This includes grade-specific calendar entries, such as days where all students in a certain grade level are scheduled to be out of school (all ninth graders are on a school trip, or Regents testing days, for example).

Taking Daily Attendance

New York State requires teachers to take daily attendance. This could be through an assigned homeroom or general education class, or via a period which has been designated to drive daily attendance, such as period 1. Attendance taken in homeroom or a designated period can affect the entire day's attendance based on your district preferences. For example, if a student is marked absent, they will appear absent to every other teacher who has them in a class throughout the day. Use this section to become familiar with taking daily (i.e. full day) attendance.

1. From your Class list (in My Home), select your Homeroom or choose the period which drives daily attendance.



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

HOMEROOM ATTENDANCE PERIOD ATTENDANCE

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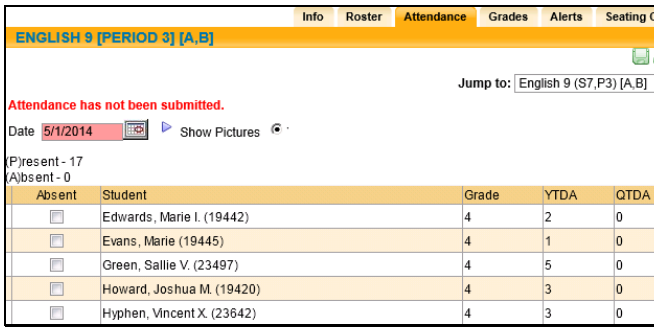
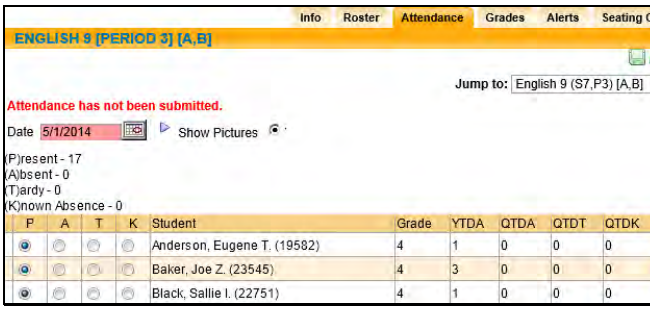




A message letting you know whether or not you have submitted attendance yet displays above the date field.

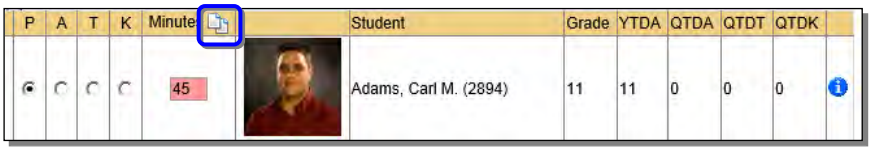
The date field allows you to submit attendance for today, and view attendance for previous days. Homeroom attendance *cannot* be submitted for any other date.

3. Take attendance for each student: click once on the appropriate radio button to show if a student is:
   - P for present (the default), or
   - A for absent, or
   - T for tardy, or
   - K for known absence (this will only appear if you are taking daily attendance during a period course – see below right and if your district allows it.)

The availability of these radio button options is a district preference. 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.

Note: For certain types of student visits, "Absent" may be pre-selected if the visit spans the entire period.

4. In addition, users who have permission to submit period attendance minutes will see an additional "Minutes" column on the Period Attendance screen (not shown in these screen shots).
   - To submit period attendance minutes, select the appropriate attendance option (P, A, T, or K, if applicable) and enter the appropriate numeric value in the Minutes field to specify the number of minutes the student attended the course that day/period. 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). Depending on your district's configuration, these values may or may not be allowed to exceed the maximum number of course minutes.
   - Users with permission to batch enter minutes will see a Batch Adjust Minutes icon in the Minutes column header. Clicking on this icon allows the user to enter a value to copy to all rows.



Note: Period attendance minutes are not available for courses defined as using subject-based minute calculations.

5. If that building school level allows teachers to resolve period absences and/or period tardies, an additional "Reason" column will display on this screen.

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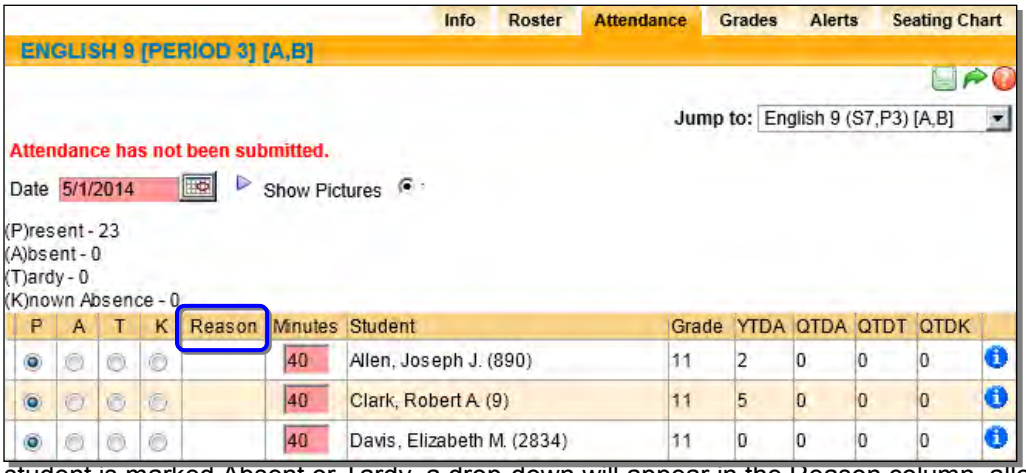
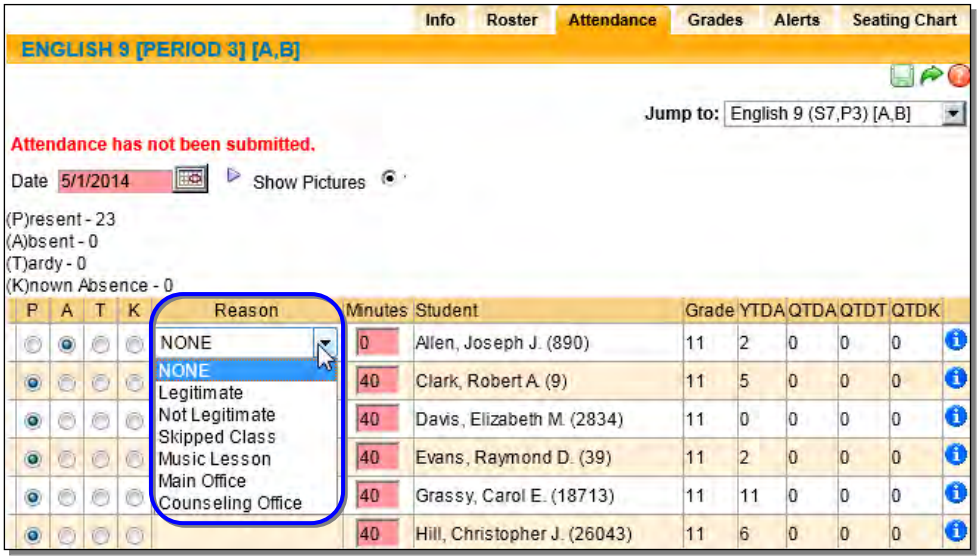


When a student is marked Absent or Tardy, a drop-down will appear in the Reason column, allowing the teacher to select from a pre-defined list of reasons. Once attendance is submitted, the period absence or tardy will be resolved with the selected reason.



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

6. When you have finished taking attendance, click the Save button in the upper right corner to update the attendance record. When attendance has been successfully saved, you will receive a confirmation message that "Attendance has been submitted."

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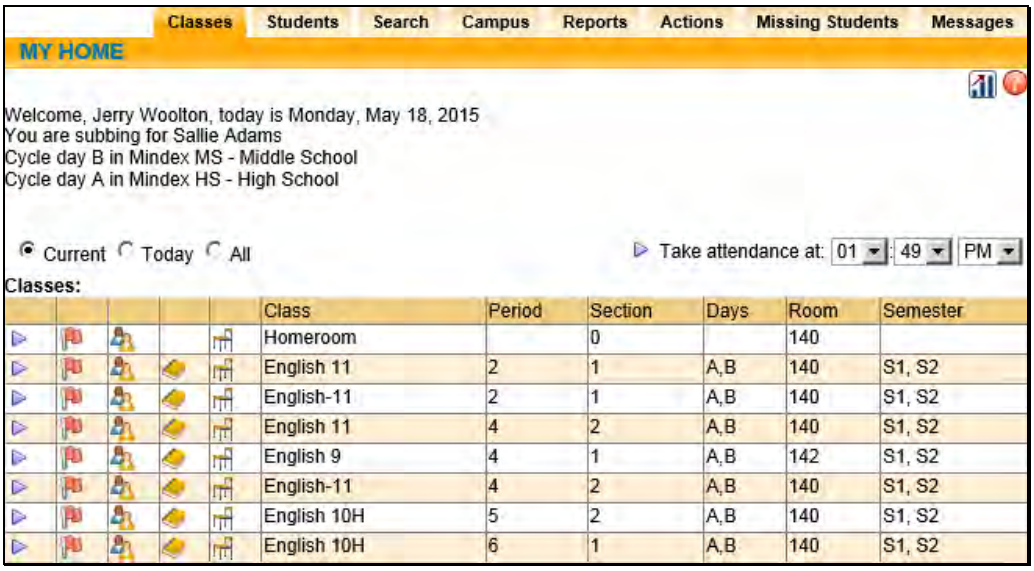
Note: District policy dictates whether homeroom attendance can be updated/re-submitted after it has been initially saved. If your district allows this, the save button remains on the screen for the rest of the day; if this is not allowed, the save button will disappear after the record is saved. Regardless of your district's setting, homeroom attendance *cannot* be submitted or re-submitted 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. Use this section to become familiar with taking period attendance.



1. From your My Home view, select the class period you wish to take attendance for by clicking the Select button to the right of the class. The Attendance tab will automatically open, displaying a list of students with radio buttons or check boxes next to their names.

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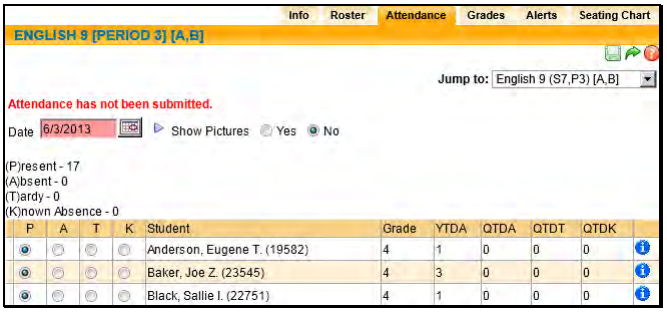
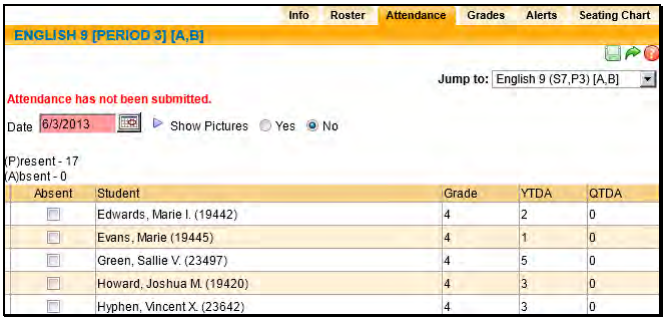
Note: Teachers can also take period attendance for multiple course sections that meet simultaneously by choosing the appropriate time from the drop-downs and clicking the Take Attendance button above the class list. Please refer to the section on Taking Attendance for Multiple Sections .

RADIO BUTTONS FOR ATTENDANCE



CHECK BOXES FOR ATTENDANCE



A message letting you know whether or not you have submitted attendance displays above the date.

The date field allows you to submit attendance for today, and view attendance for previous days.

2. Take attendance for each student: click once on the appropriate radio button to the right of each student to show if the student is:
   - P for present (the default)
   - A for absent (does not appear in class)
   - T for tardy (arrives to class late)
   - K for known absence (Student has a legitimate reason for not being in the period)

The availability of these radio button options is a district preference. 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.

Students who have a scheduled student visit that spans the entire period or does not have an end time will be set to “Absent” by default. Additionally, if a student has a scheduled visit during a period that drives daily attendance and is marked absent in that period, a daily attendance record will not be generated.

3. In addition, users who have permission to submit period attendance minutes will see an additional “Minutes” column on the Period Attendance screen (not shown in these screen shots).
   - To submit period attendance minutes, select the appropriate attendance option (P, A, T, or K, if applicable) and enter the appropriate numeric value in the Minutes field to specify the number of minutes the student attended the course that day/period. 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).
   - Users with permission to batch enter minutes will see a Batch Adjust Minutes icon in the Minutes column header. Clicking on this icon allows the user to enter a value to copy to all rows.

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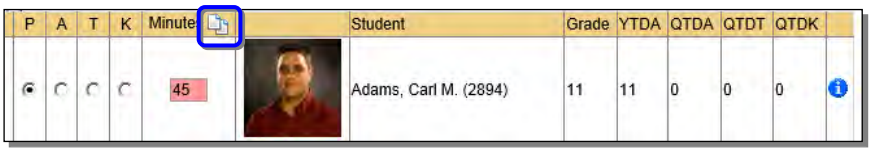
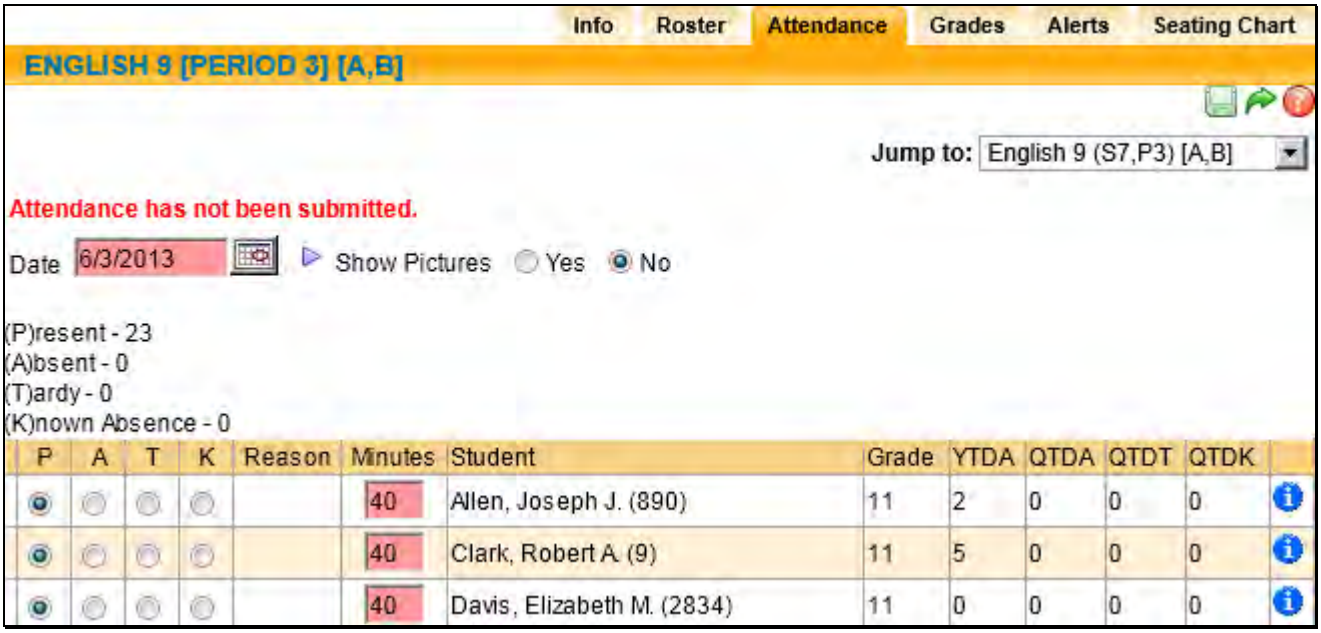
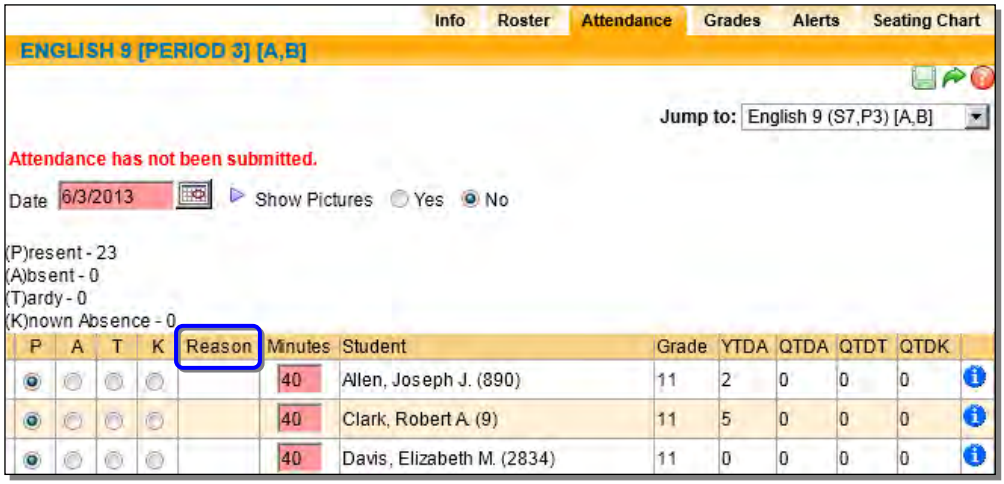


P	A	T	K	Minute		Student	Grade	YTDA	QTDA	QTDT	QTDK	
◉	○	○	○	45		Adams, Carl M. (2894)	11	11	0	0	0	

Note: Period attendance minutes are not available for courses defined as using subject-based minute calculations.



4. If that building school level allows teachers to resolve period absences and/or period tardies, an additional "Reason" column will display on this screen.



When a student is marked Absent or Tardy, 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 selected reason.

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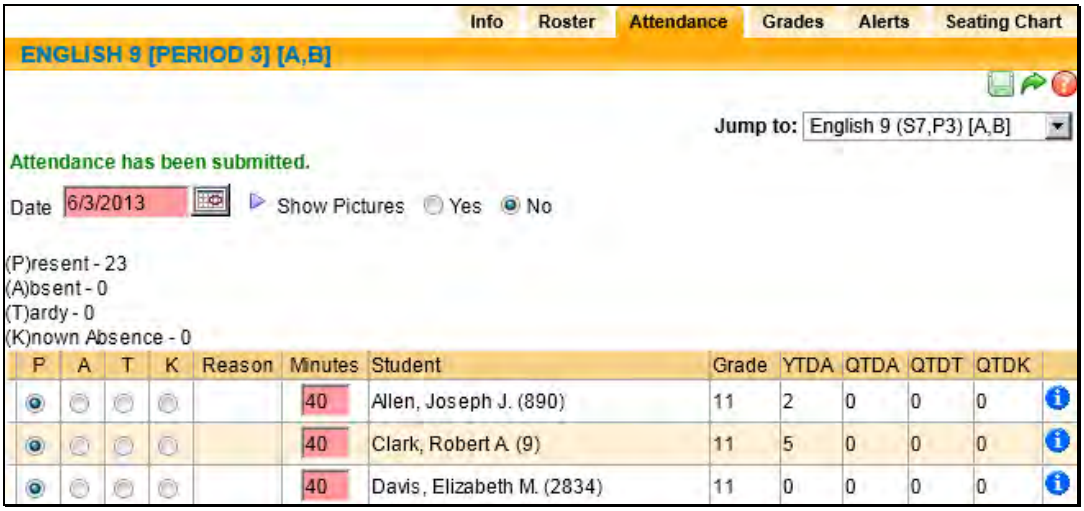
Note: The Reason drop-down will not appear when a student is marked Absent if this period drives daily attendance or when a student is expected to be absent due to a daily absence, student visit, ISS/OSS, etc.

5. When you have finished taking attendance, click the Save button to update the attendance record. You will receive a confirmation message that "Attendance has been submitted" indicating a successful save.



Note: District policy dictates whether period attendance can be updated/re-submitted after it has been initially saved. If your district allows this, the save button remains on the screen; if not, the save button will disappear after the record is saved.

Taking Attendance for Multiple Sections

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

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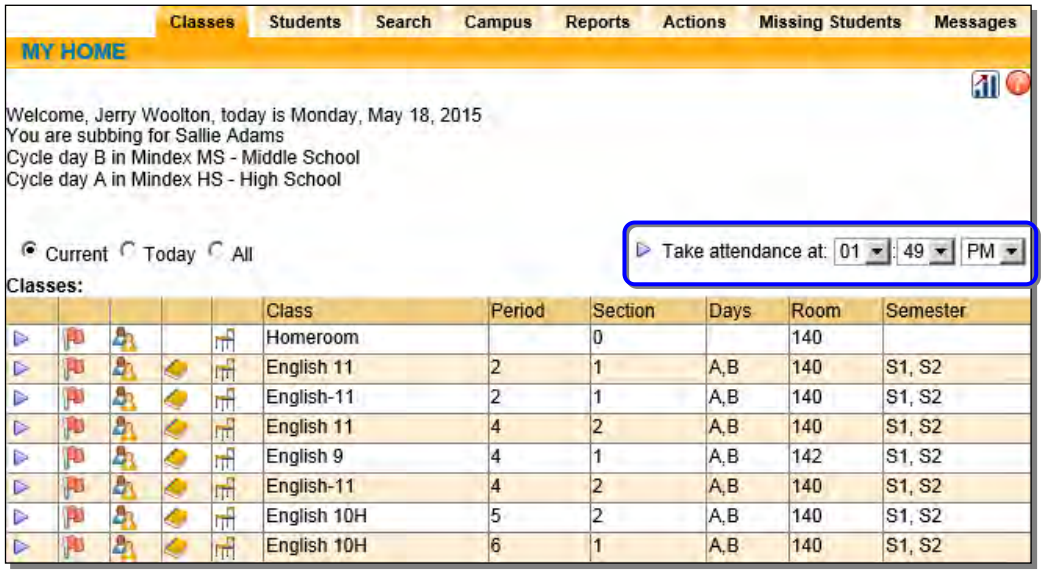
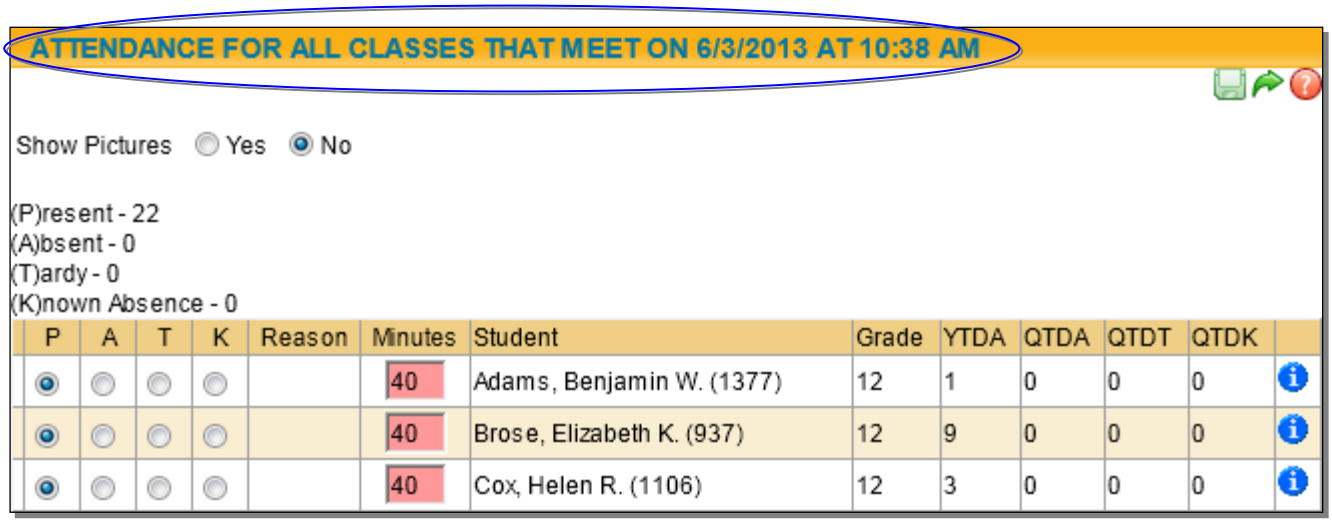


This feature applies only to period-based courses, so this option may not be visible for all users and cannot be used for supplemental courses/homerooms.

1. To use this feature, choose the appropriate time from the drop-downs and click the Take Attendance button. The time is set to the current time by default.
2. The teacher will be redirected 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 allow users to enter attendance for any day other than the current date.

Note: Teachers will not be able to access any section-specific tabs, such as the Roster or Grades tab, from this screen.



3. Use the radio buttons to enter the attendance for each student and click the Save button to submit attendance for these students.

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All building school level attendance options and period structures will be respected when taking attendance for multiple sections. Therefore, some radio buttons may not be available for some students. In addition, if the selected time corresponds with a period that is used to drive daily attendance for any students on this screen, a daily absence will be automatically recorded for those students as appropriate.

Attendance may still be taken for each section individually if desired by navigating to each section from the list on the Classes tab.

Note: If sections include multiple building/school levels, teachers must have the appropriate rights for each of these buildings and/or school levels to see all students.

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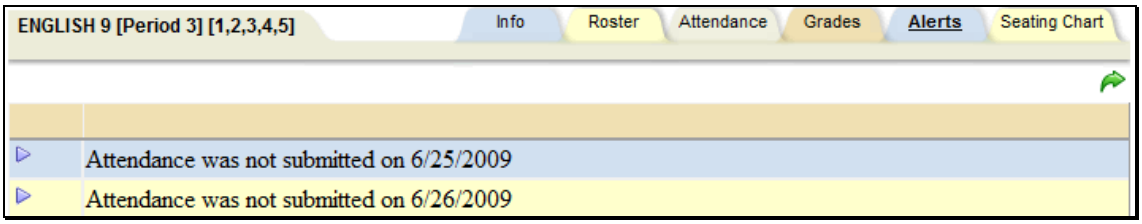
My Home > Classes > Alerts Tab

The Alerts tab shows a list of attendance alerts for that class. Here, the teacher will see a separate alert for each day on which course attendance was not submitted.



Clicking on the Select button 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.

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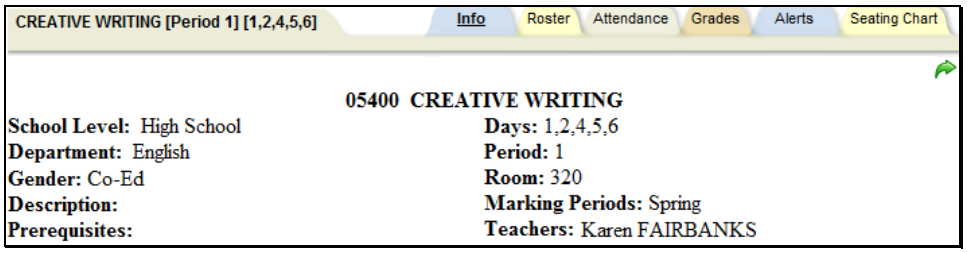
My Home > Classes > Info Tab

The Info tab shows a summary of that course's details. This tab includes the following information:

- Course number and name
- School Level: The school level for this course
- Department: The department for this course
- Gender: The gender assigned to this course (Male, Female, or Co-Ed)
- Description: The description of this course as defined by the course catalog
- Prerequisites: Lists any prerequisites required for this course
- Days: The days on which this course meets
- Period: The period in which this course meets
- Room: The room assigned to this course
- Marking Periods: The semester(s) during which this course is held
- Teachers: The teacher(s) assigned to this course



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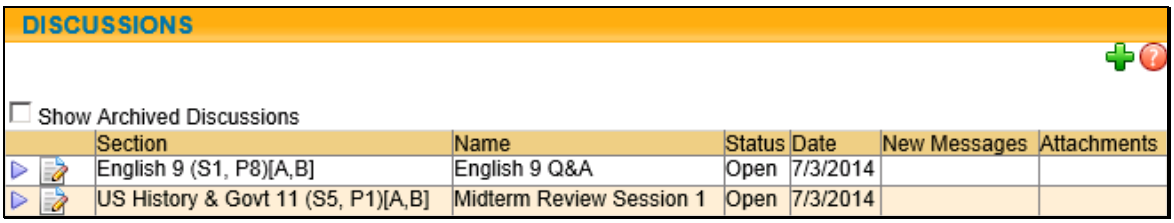
Home > Virtual Classroom

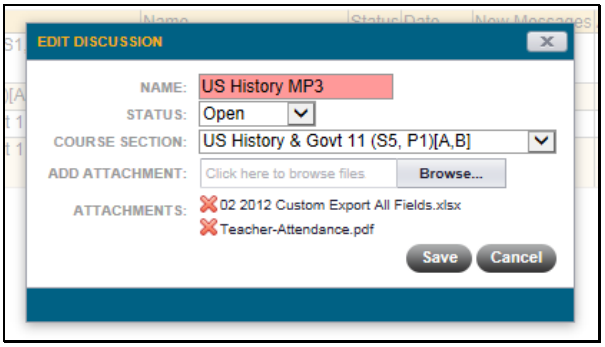
The Discussions screen shows a list of all discussions to which you have access, the status and the number of new messages in each discussion, and links to relevant attachments posted by the teacher.

Open discussions allow all participants to post messages, Read-Only discussions can be viewed by all participants but only faculty can post messages, and Archived discussions are only visible to faculty. Use the checkbox to show archived discussions.



Teachers can create new discussions and manage existing discussions. To create a new discussion, click the Add button.

A pop-up window will appear. Enter a name for the discussion, set its status (Open, Read-Only, or Archived), select a section to determine which students can participate, and upload any attachments as needed.



To enter a discussion, Select it from the list. The discussion window will open as a pop-up and can be resized as desired.

Additionally, users with permission to see the Discussions icon will see a count of all unread messages in their discussions in the upper left corner of the screen.

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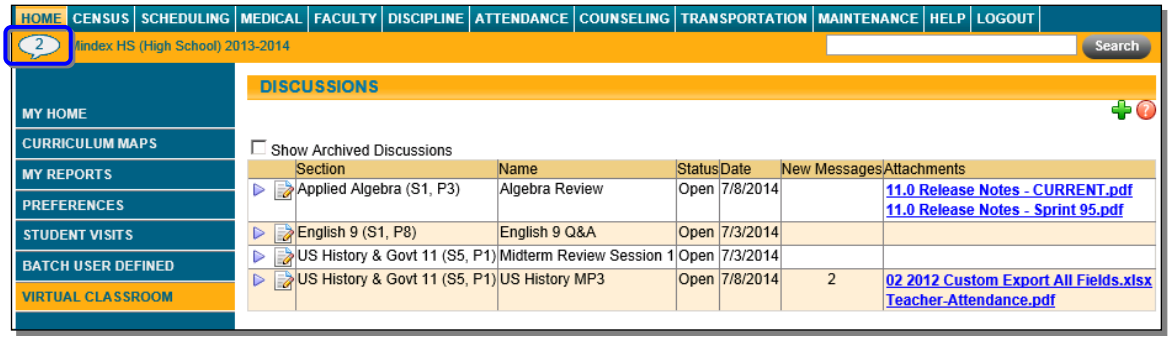
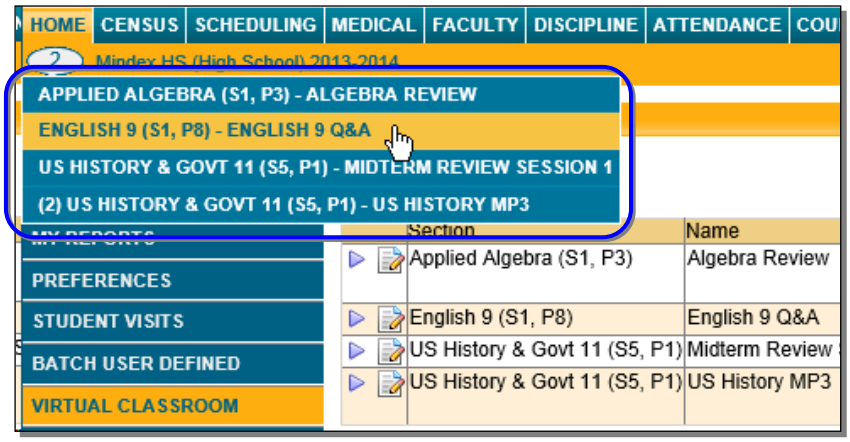


Hover the mouse over the icon to see a list of all available discussions and click on a discussion name to access it.



The Discussion Window

The discussion window allows users to interact with other participants in real-time. If you have rights to post in this discussion, you will be presented with a text entry area at the bottom of the screen. The text entry area includes some basic formatting tools. To enter a comment, simply type the desired text, format it if desired, and press the Enter key.

Posts by faculty will be shaded blue, while students will appear in white.

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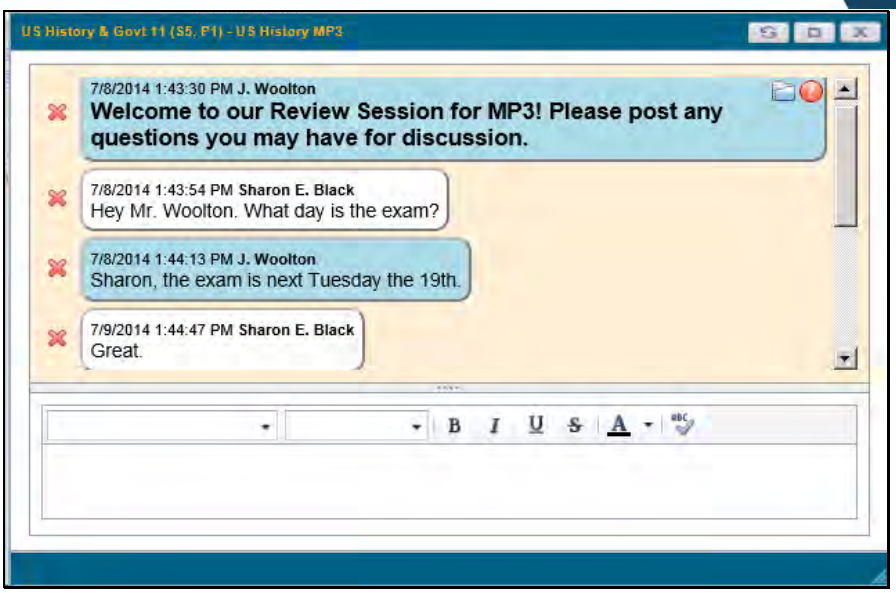
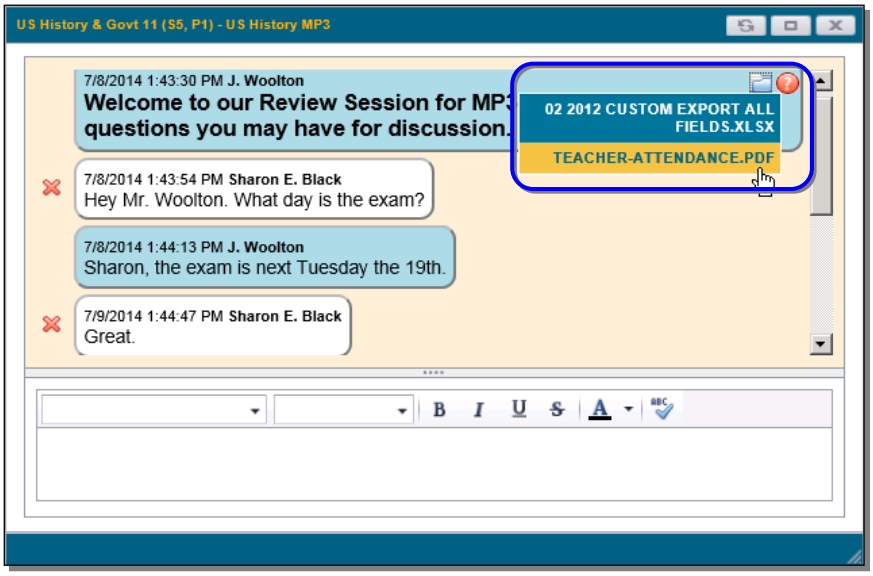


To view attachments from within the discussion window, click on the Attachments link in the upper right and select the appropriate attachment to download from the drop-down.



All users have the ability to delete their own comments using the Delete button next to the comment to be removed. Teachers have the ability to delete all users' comments. Users will no longer be able to see the original comment text, and instead will see an indicator that the comment has been deleted.

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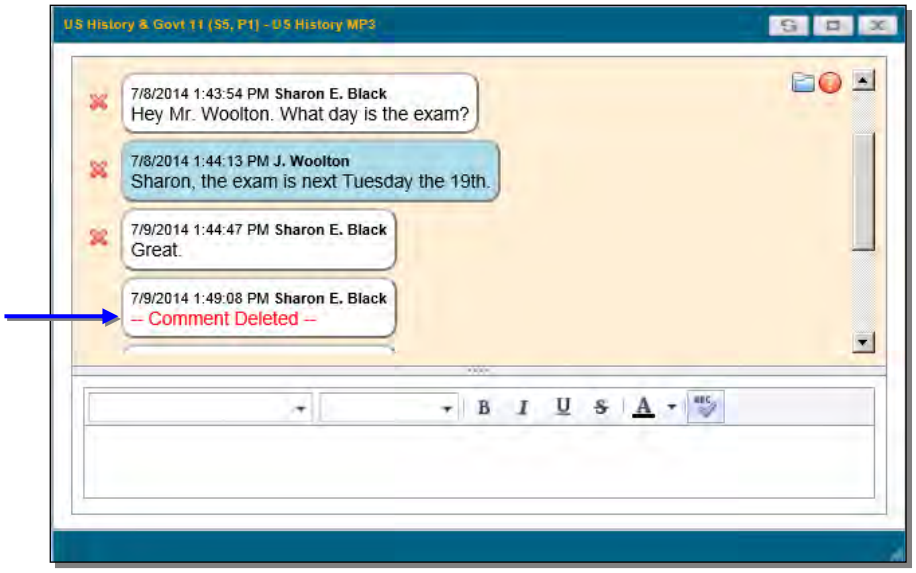

US History & Govt 11 (S5, P1) - US History MP3
7/8/2014 1:43:54 PM Sharon E. Black
Hey Mr. Woolton. What day is the exam?
7/8/2014 1:44:13 PM J. Woolton
Sharon, the exam is next Tuesday the 19th.
7/9/2014 1:44:47 PM Sharon E. Black
Great.
7/9/2014 1:49:08 PM Sharon E. Black
-- Comment Deleted --

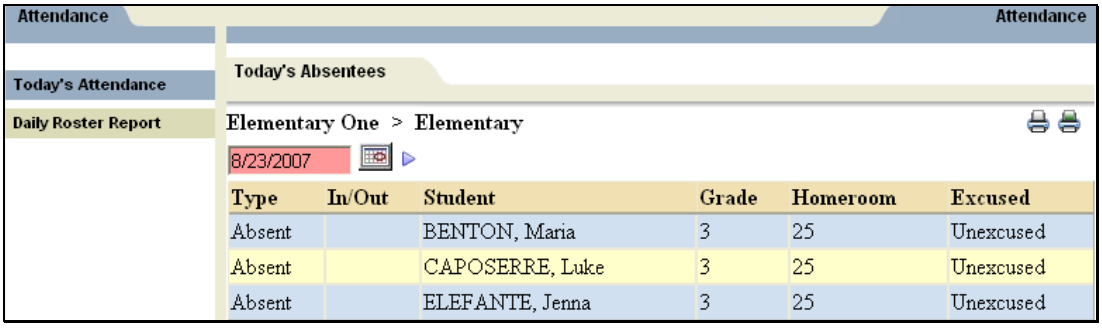
Attendance Module

Teachers are generally given limited access to the Attendance module to see daily absences, whether students might be in or out during class, and/or to generate daily rosters. When you select the Attendance module link at the top of the screen, the Today's Attendance sub-module will appear. Here, you can to see all absences, late arrivals, ins and outs, and early dismissals for the day.

Note: The Attendance sub-module respects the school calendar, as set up in Maintenance. This includes grade-specific calendar entries, such as days where all students in a certain grade level are scheduled to be out of school (all ninth graders are on a school trip, or Regents testing days, for example).

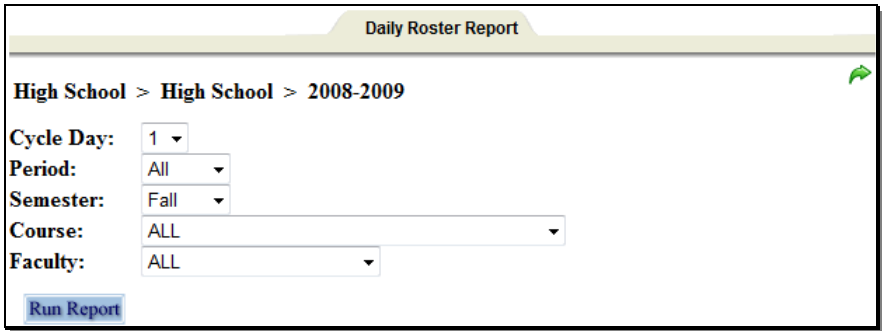
Today's Attendance Sub-module

When you select the Attendance module link at the top of the screen, the Today's Attendance sub-module will appear. Here, you'll be able to see all absences, late arrivals, ins and outs, and early dismissals for the day.



Daily Roster Report Sub-module

Use the Daily Roster Report sub-module to generate lists of rosters which can be given to substitute teachers.



1. Select the Cycle Day for which you will generate one or more rosters.
2. Select the Period for which you will generate one or rosters.

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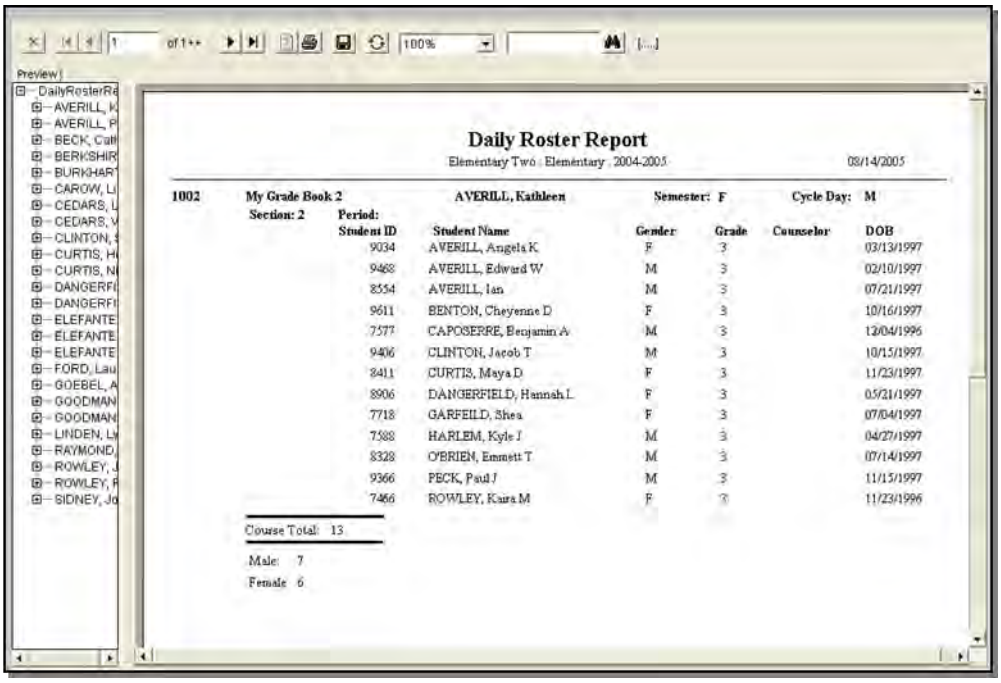
3. Select the Semester for which you will generate one or more rosters.
4. Select a Course from the drop-down list. The default is to print rosters for ALL courses. If you select a single course, only rosters for that course will appear.
5. Select a Faculty from the drop-down list. The default is to print rosters for ALL faculty. If you select a single faculty, only rosters for that faculty's courses will appear.
6. Click once on Run Report. The Daily Roster report will appear in a separate report viewer. This report contains a listing of all students in the course, including their IDs, gender, grade, counselor (if assigned) and dates of birth. Totals for the class, and gender breakdown appear at the bottom of each roster report.



Daily Roster Report

Elementary Two : Elementary : 2004-2005 08/14/2005

1002 My Grade Book 2 AVERILL, Kathleen Semester: F Cycle Day: M

Section: 2 Period:

Student ID	Student Name	Gender	Grade	Counselor	DOB
9034	AVERILL, Angela K	F	3		03/13/1997
9468	AVERILL, Edward W	M	3		02/10/1997
8554	AVERILL, Ian	M	3		07/21/1997
9611	BENTON, Cheyenne D	F	3		10/16/1997
7577	CAPOSERRE, Benjamin A	M	3		12/04/1996
9406	CLINTON, Jacob T	M	3		10/15/1997
8411	CURTIS, Maya D	F	3		11/23/1997
8906	DANGERFIELD, Hannah L	F	3		05/21/1997
7718	GARFEILD, Shea	F	3		07/04/1997
7588	HARLEM, Kyle J	M	3		04/27/1997
8328	O'BRIEN, Emmett T	M	3		07/14/1997
9366	PECK, Paul J	M	3		11/15/1997
7466	ROWLEY, Kaira M	F	3		11/23/1996

Course Total: 13

Male: 7

Female: 6

Note: This module may or not be available to you. Please contact your school**tool** liaison for more information about this sub-module.

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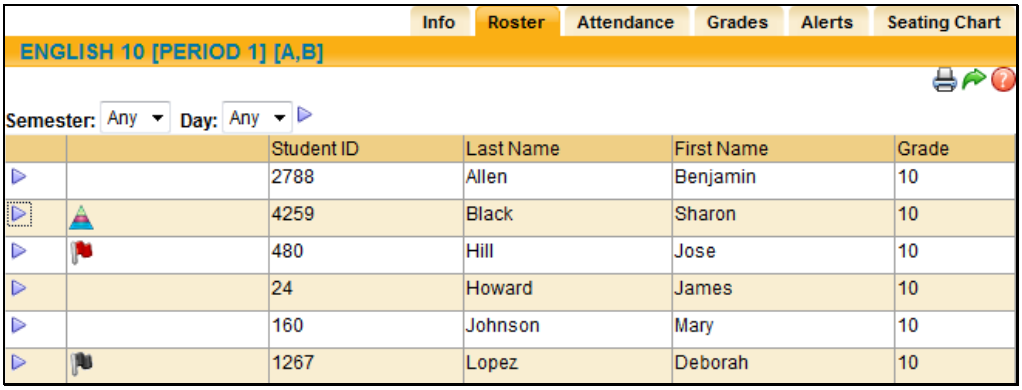
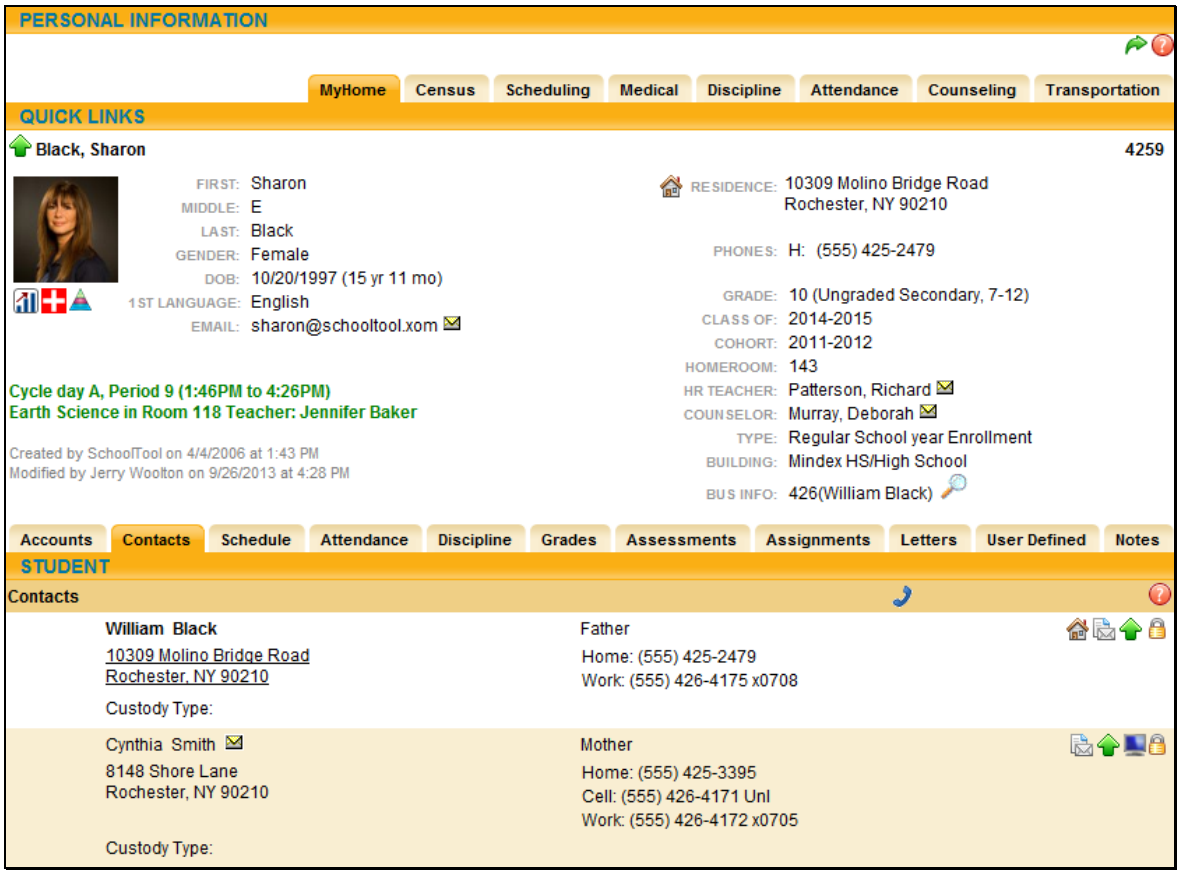
Discipline Referrals

Viewing Referrals

1. Navigate to the Roster tab for the appropriate class. A list of students in the class will appear.



2. Select a student by clicking the Select button to the right of the student's name. The student's Personal Information record will appear.



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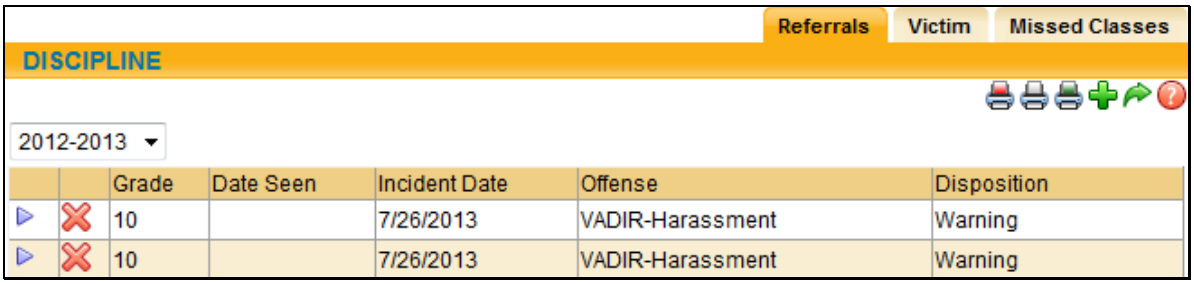
Note: If the student is not in one of your classes, you may need to use the Search feature to find the student.

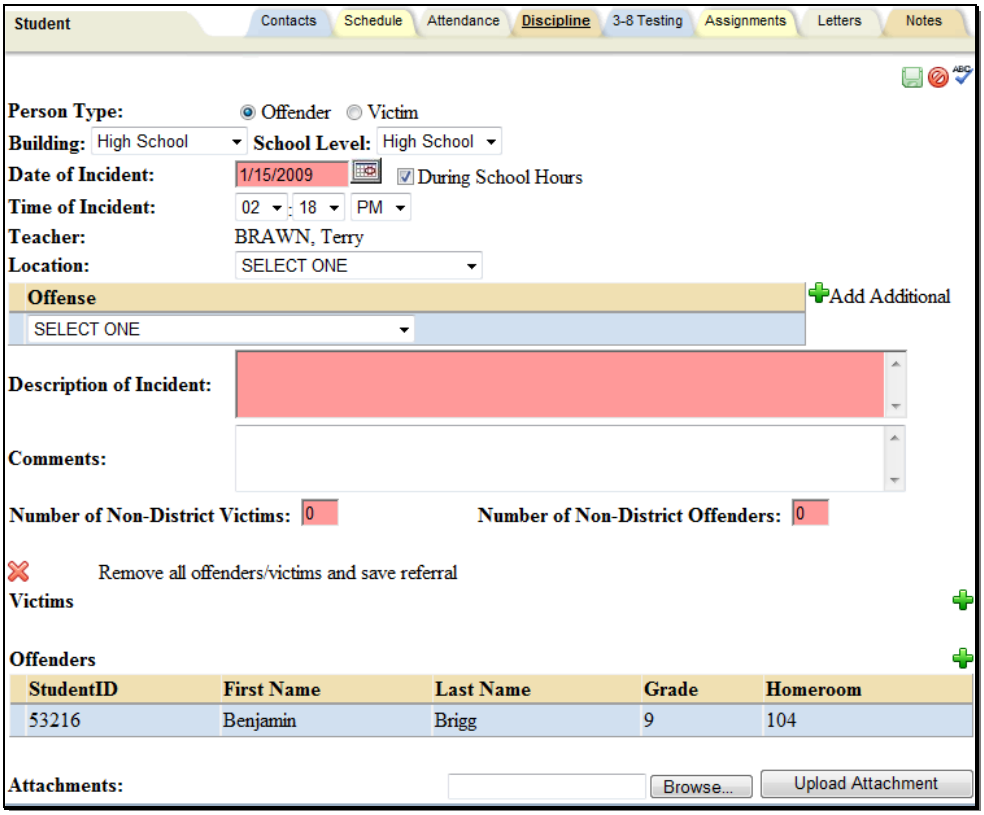
3. Select the Discipline tab from the group of tabs towards the bottom of the student record. The discipline information will display.



Note: If there are no referral records, the tab will appear with headings only and no data. Once a referral has been entered, existing records will display as shown.

Entering a New Discipline Referral

1. Click the Create New button on the right side of the discipline tab. A blank referral record will appear.



2. Fill in all appropriate fields. All pink fields are required.

- Person Type (radio buttons): the default is the Offender, but you can select the Victim radio button.
- 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. This is selected by default.
- Time of Incident (drop-down lists): the time will default to the current time, but may be modified by selecting new values from the drop-down lists. Check the "Unknown" option if the time is unknown.

Note: This is an optional field that may not appear on all referrals depending on district settings.

- Teacher: the Teacher's name defaults to your name since you are entering the referral. You cannot change the name.
- Location (drop-down list): select the place where the offense occurred.
- Offense (drop-down list): select the student's offense and wait for the screen to refresh. Use the Add Additional Offenses button to add multiple offenses.
- Description of Incident (required, free-text, up to 255 characters): enter a free-text description by typing into the field, or copying and pasting from another source.
- Comments (optional, free-text): enter any comments.

Note: Use the Check Spelling button in the upper right corner of the Discipline tab to check the spelling of any free-text comments. Once you have saved your work, you cannot use this feature.

Note: School**tool** allows any user with access to a discipline referral to enter free-text comments into these fields. However, always follow district procedures regarding the logging of incidents and the use of each field. This may vary from building to building.

- Number of Non District Victims (required, numeric): this field defaults to zero. This might be used if the incident happened on school grounds when students from another school were visiting for a performance or sporting event and were injured or victimized.
- Number of Non District Offenders (required, numeric): this field defaults to zero. This might be used if the incident happened on school grounds when students from another school were visiting for a performance or sporting event and committed some act of vandalism, theft, or violence.
- Victims (optional, batch selector): If there was a district victim involved in this incident, you could add them to the discipline referral by clicking on the Add Additional Victims button. This action opens up the Batch Selector allowing you to search for the additional victims. Faculty can also be added as Victims by clicking on the Add Faculty button.
- Offenders (optional, batch selector): If there are additional district offenders involved in this incident, you could add them to the discipline referral by clicking the Add Additional Offenders button. This action opens up the Batch Selector allowing you to search for the additional offenders. Faculty can also be added as Offenders by clicking on the Add Faculty button.

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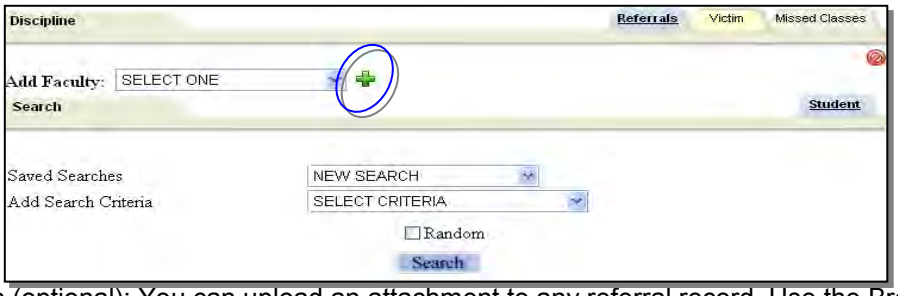
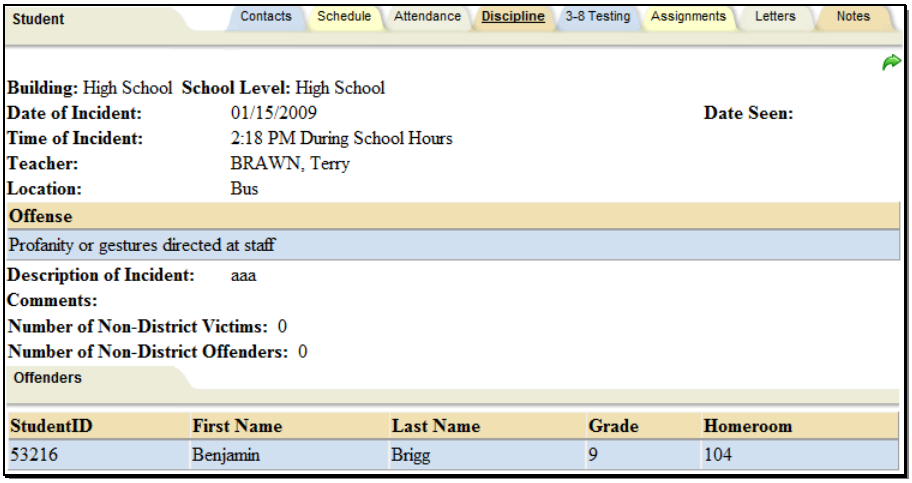


- Attachments (optional): You can upload an attachment to any referral record. Use the Browse button to locate the file (this could be a scanned file of a threat, a .pdf file of a test the student cheated on, etc.). Once you have located the file, click the Upload Attachment button.

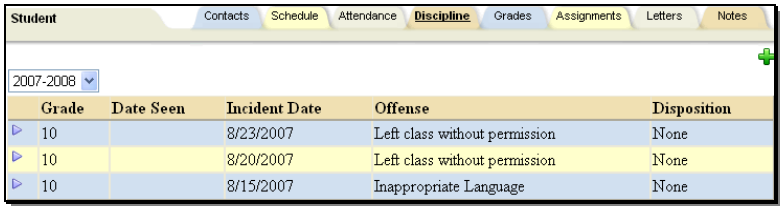
Note: Additional options for referrals, such as the date and time a parent was contacted, the number of times the behavior has occurred before, actions taken, etc, can be added, depending on district preferences.

3. When you have completed the referral, click once on the Save button in the upper right corner of the record. After a successful save, the Discipline tab will refresh to show you what you have entered in read-only format.

Note: If you try to save this record without completing the required fields, an error will result.



4. Click the Done button in the upper right corner of the Discipline tab. The tab will refresh displaying the referral you added in a list format, along with any other previously existing referrals.



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Note: Depending on your district permissions, after you have saved the referral, you may be able to view, edit, or delete your work or not. See your school**tool** liaison for more information on your rights.

Note: Teachers can only see referrals that they themselves have added for this student. Referrals are considered confidential, and teachers are not granted access to see the history of referrals for a student, as entered by other staff. Only school disciplinarians can see a complete view of all referrals.

Note: Once the referral has been saved, it automatically appears in a list of Students to See for the designated disciplinarian. This person can then review the referral record, meet with the student, and assign a disposition for the offense.

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Teacher Reports

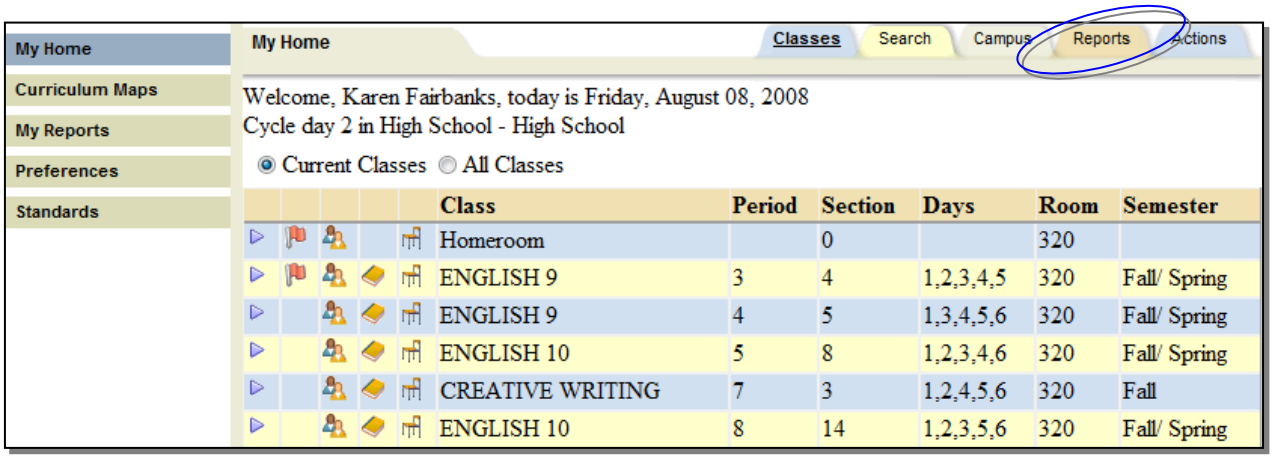
Teachers are given access to several reports to help them analyze and verify their grade entries, their homeroom and period attendance, and their class information.

All reports are found under the Reports tab at the top right of a teacher's My Home screen. The following is a list of reports generally found here. These typically vary between elementary and secondary teachers.

- Course List Report
- Detailed Homeroom List Report
- Elementary Report Cart Report (elementary teachers only)
- Grade Verification Report (secondary teachers only)
- Period Attendance Report (secondary teachers only)
- Progress Report
- Daily Roster Report

To access the Teacher Reports:

1. From Home > My Home, click on the Reports tab located at the far right. The screen will refresh with a list of reports.



2. Click once on the Select button to the right of the row for the desired report. Some reports will automatically generate, while others have a prescreen that requires user input before the report can be run.

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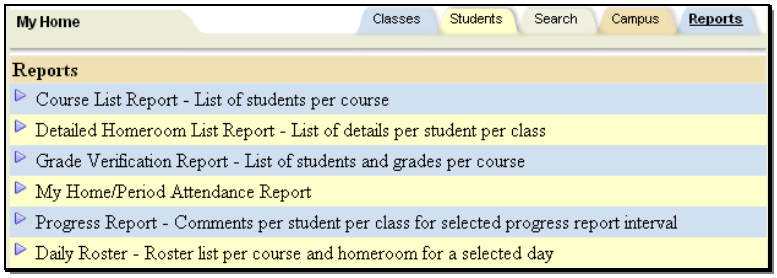
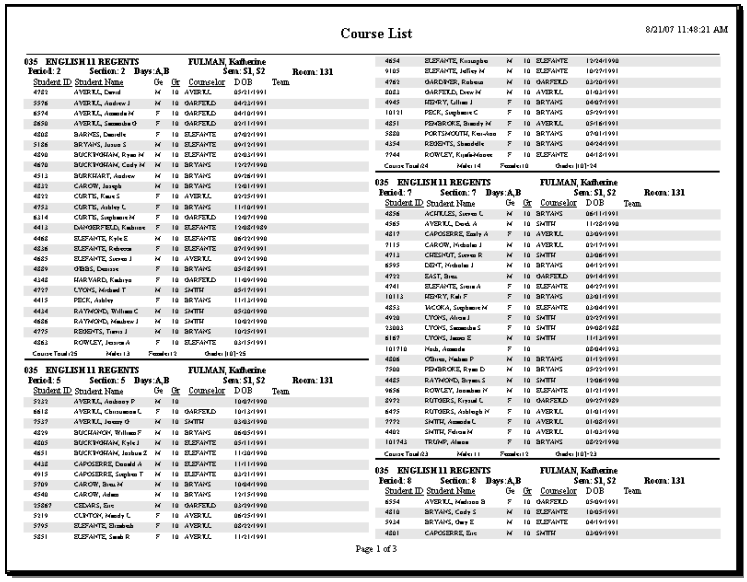


Course List Report

School**tool** contains a Course List Report which allows teachers to verify the students that are in each class they teach. This report is found in the Reports tab of every teacher's My Home.

1. Select the Course List Report. The report screen will automatically generate.



Note: This report is portrait showing all courses in a double pane. This report is for a quick glance to see students in your class. It is not meant for attendance taking.

Detailed Homeroom List Report

School**tool** contains a Detailed Homeroom List Report which allows teachers to see details on each student for each class such as birthdays, contact information, home phone number, etc. This report is found in the Reports tab of a teacher's My Home.

1. Select the Detailed Homeroom List Report. The report screen will automatically generate.

Class List for : FULMAN HR: 131

Name	M/F	DOB	Address			Guardian(s)	Home Phone
BUCKINGHAM, Joshua Z	M	11/30/1990	216 CARNEGIE RD	ROCHESTER, NY	12345	Julie BUCKINGHAM * BUCKINGHAM	555-5555
			PRINCETON ST	ROCHESTER, NY	12345	Andrew BUCKINGHAM	555-5555
CEDARS, Alfred T	M	11/01/1990	106 CARNEGIE RD	ROCHESTER, NY	12345	Alfred CEDARS Donna CEDARS	555-5555
			112 DUKE ST	ROCHESTER, NY	12345	Charles FULMAN Santa FULMAN	555-5555
			3874 CAMBRIDGE AVE	ROCHESTER, NY	12345	Alfred CEDARS Mary CEDARS	555-5555
DANGERFIELD, Bobby T	M	09/15/1991	150 DUKE ST	ROCHESTER, NY	12345	Robert DANGERFIELD Dawn DANGERFIELD	555-5555
DANGERFIELD, David	M	03/09/1991	8 GRAMBLING ST	ROCHESTER, NY	12345	Everett DANGERFIELD Ann DANGERFIELD	555-5555
ELEFANTE, Carly A	F	11/26/1990	21 CARNEGIE RD	ROCHESTER, NY	12345	Gary ELEFANTE Christine A ELEFANTE	555-5555
ELEFANTE, Chelsea N	F	10/26/1991	16 CAMBRIDGE AVE	ROCHESTER, NY	12345	Melissa DANGERFIELD William DANGERFIELD Shirley BUCKINGHAM	555-5555
ELEFANTE, Christina	F	02/14/1990	163 CAMBRIDGE AVE	ROCHESTER, NY	12345	Marty GARISON Karen GARISON	555-5555
			3331 CARNEGIE RD	ROCHESTER, NY	12345	Diane ELEFANTE Francis ELEFANTE	555-5555
ELEFANTE, Corrine E	F	08/02/1991	675 OXFORD ST	ROCHESTER, NY	12345	Bruce ELEFANTE Jeanette ASHLAND	555-5555
			Address Unknown	,		Jan KHAN Ruby HENEY	Unknown
			3438 CAMBRIDGE AVE	ROCHESTER, NY	12345	Patty RUTGERS Pat PECK	555-5555
			4 RUSSEL ST	ROCHESTER, NY	12345	Faye ROWLEY	555-5555
			1162 CAMBRIDGE AVE	ROCHESTER, NY	12345	Mary RUTGERS	555-5555
ELEFANTE, Desiree E	F	06/09/1991	325 CORNELL ST	ROCHESTER, NY	12345	Tanya SIDNEY	555-5555
			33 HARVARD PKWY	ROCHESTER, NY	12345	Kathleen LYONS	555-5555
			7 OXFORD ST	ROCHESTER, NY	12345	Louella CLINTON	555-5555
			1557 CAMBRIDGE AVE	ROCHESTER, NY	12345	Ruth EISENHOWER	555-5555
ELEFANTE, Dylan N	M	05/01/1990	24 BROWNING ST /E	ROCHESTER, NY	12345	Howard ELEFANTE Gloria ELEFANTE	555-5555
ELEFANTE, Jeffrey M	M	10/27/1991	154 DUKE ST	ROCHESTER, NY	12345	Jennifer CLANCEY	555-5555
ELEFANTE, Jenna L	F	09/25/1991	359 IVY PKWY	ROCHESTER, NY	12345	Scott ELEFANTE Kristina ELEFANTE	555-5555
			Address Unknown	,		Donald HARVARD Sheila NICHOLSON	Unknown
			96 HARVARD PKWY	ROCHESTER, NY	12345	Karrie HARVARD	555-5555
			218 HARVARD PKWY	ROCHESTER, NY	12345	Melissa CLINTON	555-5555
			OXFORD ST	ROCHESTER, NY	12345	Michelle ELEFANTE	555-5555
			33 CORNELL ST	ROCHESTER, NY	12345	Lauren HARVARD Donald HARVARD	555-5555
ELEFANTE, Joseph	M	07/27/1991	65 CAMBRIDGE AVE	ROCHESTER, NY	12345	John ELEFANTE Mary Jean ELEFANTE	555-5555
ELEFANTE, Joshua J	M	01/06/1991	725 CARNEGIE RD	ROCHESTER, NY	12345	Stacey CURTIS Rebecca ELEFANTE	555-5555

Elementary Report Card

School**tool** contains an Elementary Report Card which allows teachers to verify their descriptor report card grades and comments. This report is found in the **Reports** sub tab of every teacher's **My Home**.

Use this report at the end of each grading period to ensure all students have been graded successfully. At the end of the year, use this report to verify that all grading period grades have been entered.

To access the Elementary Report Card:

1. Select the Detailed Homeroom List Report. The report screen will automatically generate.
2. Select the appropriate marking period from the Marking Period and report card format from the drop-down lists.

Note: In this example, if you select marking period 1, only grades (and comments) for marking period 1 will appear. If you select marking period 2, grades for marking periods 1 & 2 will display. If you select marking period 3, grades for marking periods 1, 2 & 3 will display. If you select marking period 4, grades for all marking periods will display.

3. Click once on Run Report.

Note: The Elementary Report Card contains verification pages for every student in the teacher's **My Home**. It may be necessary to scroll through the pages to find a particular student, or use the preview pane at the left to select a student.

Note: Refer to the Descriptor Report Cards procedures for more information on making corrections to grade information.

Grade Verification Reports

School**tool** 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 school**tool**, are correct.

1. Select the Grade Verification Report. The report prescreen will appear.

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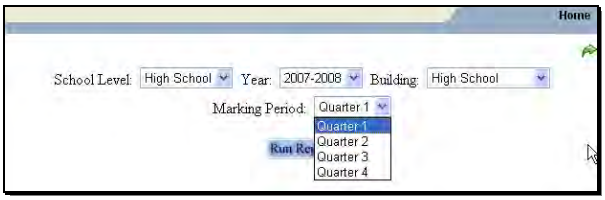
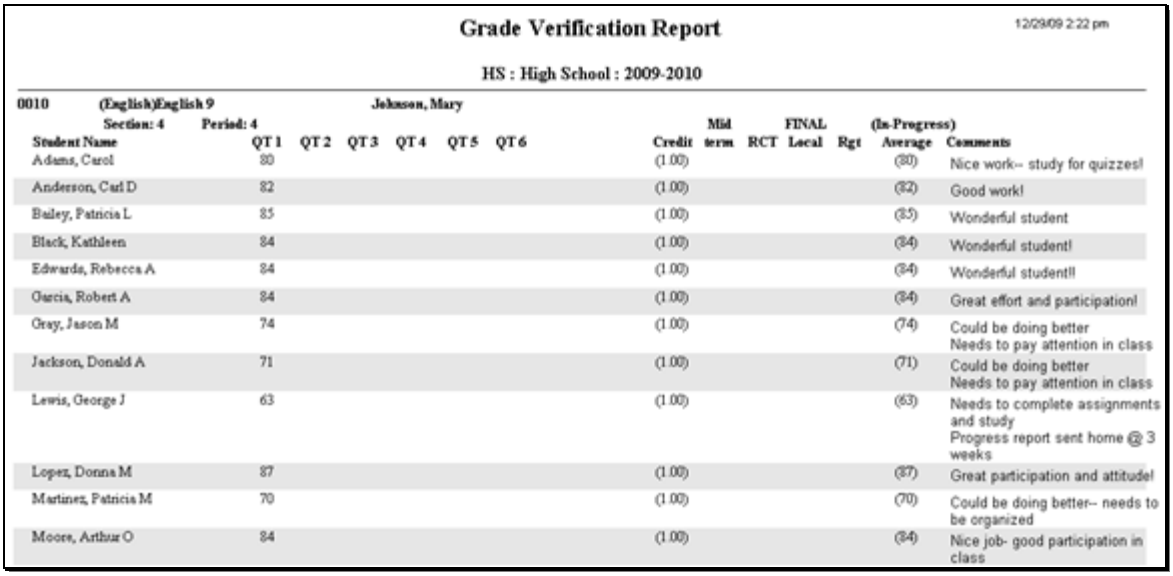
2. Select the appropriate marking period from the Marking Period drop-down list.



Note: In this example, if you select marking period 1, only grades (and comments) for marking period 1 will appear. If you select marking period 2, grades for marking periods 1 & 2 will display. If you select marking period 3, grades for marking periods 1, 2 & 3 will display. If you select marking period 4, grades for all marking periods will display. Averages and transcript credits earned display in parentheses while in progress.

Note: After final marking period grades and final exam grades have been submitted, generate this report for the final marking period to see the final horizontal averages as calculated by school**tool**.

3. Click once on Run Report. The Crystal Report Viewer will launch and the report will appear.



Grade Verification Report 12/29/09 2:22 pm

HS : High School : 2009-2010

0010 (English)English 9 Johnson, Mary
Section: 4 Period: 4

Student Name	QT 1	QT 2	QT 3	QT 4	QT 5	QT 6	Credit	Mid term	RCT	FINAL Local	Rgt	(In-Progress) Average	Comments
Adams, Carol	80						(1.00)					(80)	Nice work-- study for quizzes!
Anderson, Carl D	82						(1.00)					(82)	Good work!
Bailey, Patricia L	85						(1.00)					(85)	Wonderful student
Black, Kathleen	84						(1.00)					(84)	Wonderful student!
Edwards, Rebecca A	84						(1.00)					(84)	Wonderful student!!
Garcia, Robert A	84						(1.00)					(84)	Great effort and participation!
Gray, Jason M	74						(1.00)					(74)	Could be doing better Needs to pay attention in class
Jackson, Donald A	71						(1.00)					(71)	Could be doing better Needs to pay attention in class
Lewis, George J	63						(1.00)					(63)	Needs to complete assignments and study Progress report sent home @ 3 weeks
Lopez, Donna M	87						(1.00)					(87)	Great participation and attitude!
Martinez, Patricia M	70						(1.00)					(70)	Could be doing better-- needs to be organized
Moore, Arthur O	84						(1.00)					(84)	Nice job- good participation in class

Note: The Grade Verification Report contains verification pages for every class in the teacher's My Home. It may be necessary to scroll through the pages to find a particular class if you are verifying one section or looking to verify a specific student.

Note: Refer to the following procedures for more information on making corrections to grade information: Final Exam Grading, Marking Period Grading, and Secondary Average Override.

Period Attendance Report

School**tool** contains a Period Attendance Report which allows teachers to verify a list of students that have been absent from class. This report is found in the Reports tab of every teacher's My Home.

1. Select the Period Attendance Report. The report prescreen will appear.

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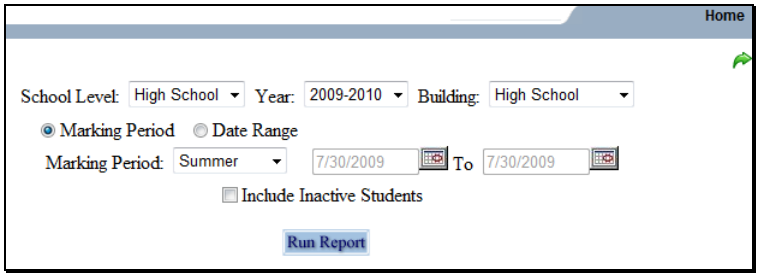
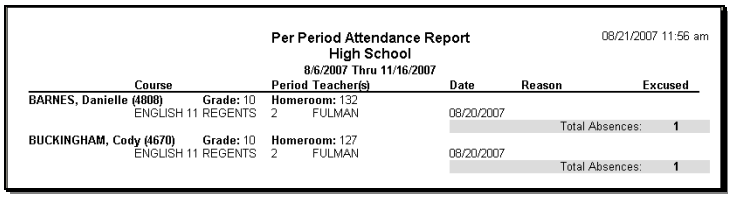
Note: This report generates for every student. There is no way to limit it to one class or a particular student at this time.



2. Select the appropriate marking period from the Marking Period or Date Range using the radio buttons and drop downs available.
   A. By default, this report only includes active students (students are considered active if they had an active enrollment in the selected building on the last date of the specified date range). To run the report with inactive students included, check the Include Inactive Students checkbox.
3. Click Run Report to generate the report, which will open in a new window.



Per Period Attendance Report
High School
8/6/2007 Thru 11/16/2007
08/21/2007 11:56 am

Course	Period	Teacher(s)	Date	Reason	Excused
BARNES, Danielle (4808) Grade: 10	Homeroom: 132				
ENGLISH 11 REGENTS	2	FULMAN	08/20/2007		
				Total Absences:	1
BUCKINGHAM, Cody (4670) Grade: 10	Homeroom: 127				
ENGLISH 11 REGENTS	2	FULMAN	08/20/2007		
				Total Absences:	1

Note: If you select the Marking Period, a date range will appear at the top of the report displaying the actual dates of that marking period.

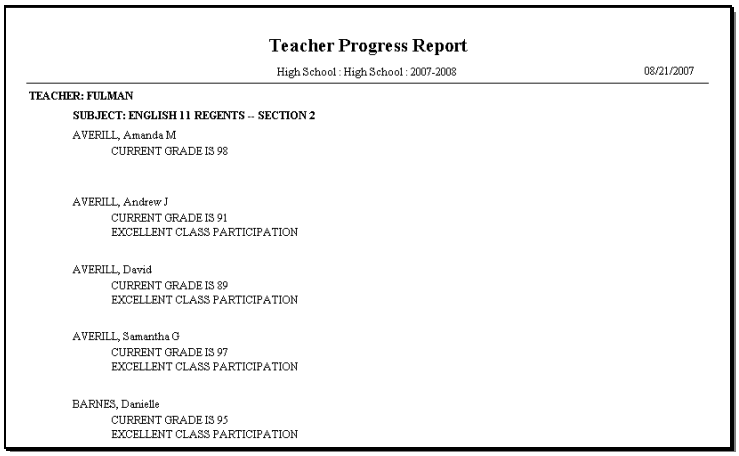
Note: The Period Attendance Report lists every student taught by this teacher, in alphabetical order. The class the student was absent from displays under the student name, along with the period of that class. Because of this it may be necessary to scroll through the pages to find a particular class if you are verifying one section or looking to verify a specific student.

Progress Report

School**tool** contains a Progress Report which allows teachers to verify their grades and/or comments per student per class for selected progress report interval. This report is found in the Reports tab of every teacher's My Home.

1. Select the Progress Report. The report prescreen will appear.
2. Select the appropriate marking period from the Marking Period and Progress Report Interval from the drop-down list and run the report.

Note: The Progress Report contains verification pages for every class in the teacher's My Home. It may be necessary to scroll through the pages to find a particular class if you are verifying one section or looking to verify a specific student.



Teacher Progress Report

High School : High School : 2007-2008 08/21/2007

TEACHER: FULMAN

SUBJECT: ENGLISH 11 REGENTS -- SECTION 2

AVERILL, Amanda M
CURRENT GRADE IS 98

AVERILL, Andrew J
CURRENT GRADE IS 91
EXCELLENT CLASS PARTICIPATION

AVERILL, David
CURRENT GRADE IS 89
EXCELLENT CLASS PARTICIPATION

AVERILL, Samantha G
CURRENT GRADE IS 97
EXCELLENT CLASS PARTICIPATION

BARNES, Danielle
CURRENT GRADE IS 95
EXCELLENT CLASS PARTICIPATION

Daily Roster Report

School**tool** contains a Daily Roster Report which allows teachers to print a list of students per class. This report is found in the Reports tab of every teacher's My Home.

1. Select the Daily Roster Report. The report prescreen will appear.
2. Select the date that you wish to run the report from and click Run Report.

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Daily Roster Report

For Katherine FULMAN on 8/21/2007

Homeroom Cycle Day: B Room: 131

Homeroom: 131

Student ID	Student Name	Gender	Grade	Counselor	DOB
4651	BUCKINGHAM, Joshua Z	M	10	ELEFANTE	11/30/1990
5358	CEDARS, Alfred T	M	10	ELEFANTE	11/01/1990
9278	DANGERFIELD, Bobby T	M	10	ELEFANTE	09/15/1991
4917	DANGERFIELD, David	M	10	ELEFANTE	03/09/1991
4421	ELEFANTE, Carly A	F	10	ELEFANTE	11/26/1990
6169	ELEFANTE, Chelsea N	F	10	ELEFANTE	10/26/1991
24676	ELEFANTE, Christine	F	10	ELEFANTE	02/14/1990
6253	ELEFANTE, Corrine E	F	10	ELEFANTE	08/02/1991
4941	ELEFANTE, Desaree E	F	10	ELEFANTE	06/09/1991
4608	ELEFANTE, Dylan N	M	10	ELEFANTE	05/01/1990
9105	ELEFANTE, Jeffrey M	M	10	ELEFANTE	10/27/1991
4730	ELEFANTE, Jenna L	F	10	ELEFANTE	09/25/1991
4784	ELEFANTE, Joseph	M	10	ELEFANTE	07/27/1991
4944	ELEFANTE, Joshua J	M	10	ELEFANTE	01/06/1991
10264	ELEFANTE, Kayla M	F	10	ELEFANTE	08/19/1991
4654	ELEFANTE, Kristopher	M	10	ELEFANTE	12/24/1990
4468	ELEFANTE, Kyle E	M	10	ELEFANTE	06/22/1990
4836	ELEFANTE, Rebecca	F	10	ELEFANTE	07/19/1991
4741	ELEFANTE, Sierra A	F	10	ELEFANTE	04/27/1991
9228	ELEFANTE, Susan A	F	10	ELEFANTE	08/19/1991
6157	ELEFANTE, Tyler C	M	10	ELEFANTE	05/24/1991
4412	FORD, Andrew M	M	10	ELEFANTE	12/17/1990
4747	FULMAN, Brandon	M	10	ELEFANTE	01/28/1991
6219	FULMAN, Jason R	M	10	ELEFANTE	06/14/1991
4954	GIBBS, Brianna R	F	10	ELEFANTE	11/09/1991
4639	ROWLEY, John M	M	10	ELEFANTE	12/14/1990

Homeroom Total: 26

Male: 15
Female 11

Note: The Daily Roster Report contains several pages for every class in the teacher's My Home. It may be necessary to scroll through the pages to find a particular class if you are verifying one section or looking to verify a specific student.

Note: This report is often used by substitute teachers for attendance.

Employability Profile/CDOS Report

The Employability Profile/CDOS Report area allows teachers to run Employability Profile reports and/or CDOS reports for students in classes that are tied to either an Employability Profile or CDOS. Depending on district settings, these reports may also include a summary of the student's CTE coursework hours, work-based hours, and/or industry-based assessments.

1. Select the type of report you wish to run (Employability Profile or CDOS).
2. Select a profile from the drop-down (this list will include all available profiles of the Type selected in the previous step).
3. Select the appropriate timeframe for the report:
   A. For Employability Profile reports, select a Marking Period using the drop-downs provided.
   B. For CDOS reports, select a Year.
4. Select the desired report format.
5. Select the students for whom you wish to generate the report (all students, a single student, or a group of students selected by using the Class List or the batch selector):
   A. To select a group of students, click the Select Students option. The screen will refresh to show the teacher's class list and/or the batch selector. Select the appropriate students and click Continue (or click Cancel to return to the main screen).

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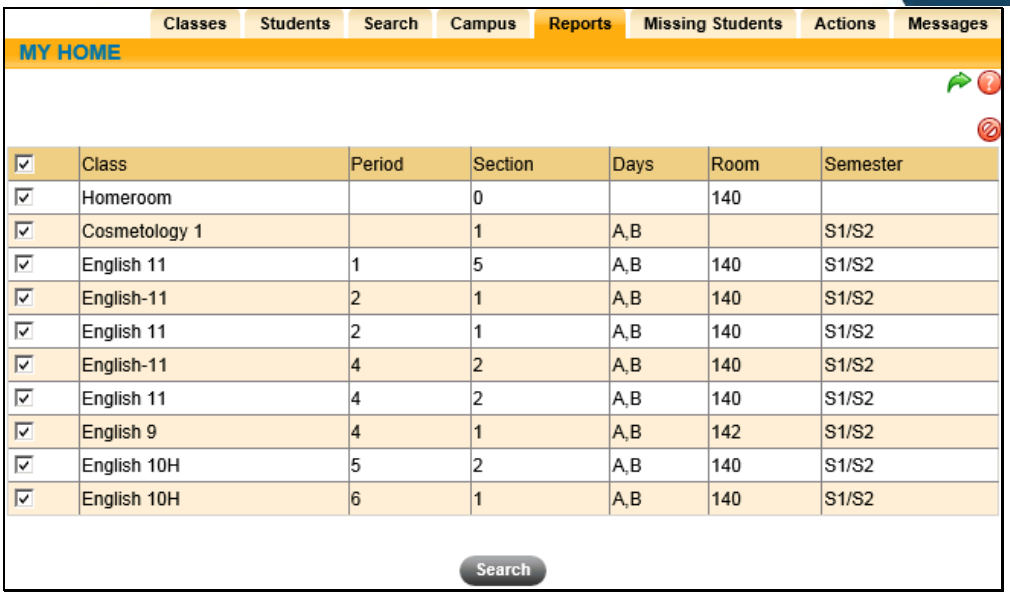
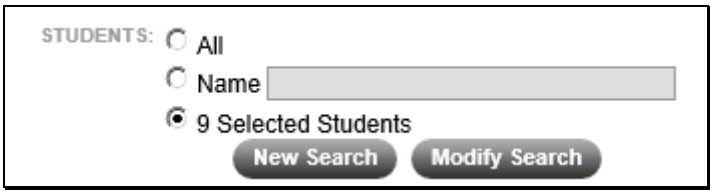


	Class	Period	Section	Days	Room	Semester
☑	Homeroom		0		140	
☑	Cosmetology 1		1	A,B		S1/S2
☑	English 11	1	5	A,B	140	S1/S2
☑	English-11	2	1	A,B	140	S1/S2
☑	English 11	2	1	A,B	140	S1/S2
☑	English-11	4	2	A,B	140	S1/S2
☑	English 11	4	2	A,B	140	S1/S2
☑	English 9	4	1	A,B	142	S1/S2
☑	English 10H	5	2	A,B	140	S1/S2
☑	English 10H	6	1	A,B	140	S1/S2

B. Once students are selected, the radio option will show “Selected Students” (including the number of students selected). Click New Search to clear the search and find a new group of students or click Modify Search to return to the previous search criteria.



6. Choose the order you wish to generate the reports and click the Run Report button.

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EMPLOYABILITY PROFILE

Employability Profile - Cosmetology

schooltool / Mindex Technologies
3495 Winton Place, Rochester NY 14623
585-424-3590

Student: Collins, Joyce (580189420)
Academic Year: 2014-2015
Home District:

Indicators:

- **4** - Consistently
- **3** - Often
- **2** - Sometimes
- **1** - Rarely
- **N/A** - Not Applicable

Cosmetology	
Complies with safety, health, and infection control	4
Analyzes properties of hair and scalp	4
Identifies hair and scalp disorders and diseases	3
Joyce generally identifies conditions correctly but could use some review	
Applies chemical procedures to Cosmetology	4
Performs shampoo, conditioner, and other treatment procedures	4
Demonstrates haircutting and shaping techniques	4
Joyce has shown excellent progress in her haircutting techniques	
Creates designs in hairstyling	4
Performs nail care procedures	N/A
Not working on nail care yet	
Applies skin care procedures	N/A
Not working on skin care yet	

Career Readiness	
Demonstrates good attendance	3
Demonstrates punctuality	4
Demonstrates appropriate workplace appearance	4
Takes initiative	3
Demonstrates high quality of work	4
Demonstrates knowledge of workplace ethics	4
Responsive to supervisor	4
Demonstrates effective communication skills	4
Solves problems	4
Makes decisions	4
Cooperates with others	4
Resolves conflict	4
Observes critically	3
Takes responsibility for learning	4
Reads with understanding	4
Solves prolems using math	3
Complies with health and safety rules	4
Uses technology appropriately	4

CTE Coursework	Year	Comments	# of Hours
Cosmetology 1	2014-2015		161.00
		Total # of CTE Coursework Hours	**161.00**

Work-Based Learning Experiences	Year	Comments	# of Hours
HairWorld - Main Street Location	2014-2015	Shadowing opporunity in April followed by 8 hrs per week in May	36.00
HairWorld - North Ave Location	2014-2015	1 month intern opportunity over in December	42.00
		Total # of Work-Based Learning Experiences Hours	**78.00**
		Final Total # of Hours	**239.00**

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Grade Book Overview

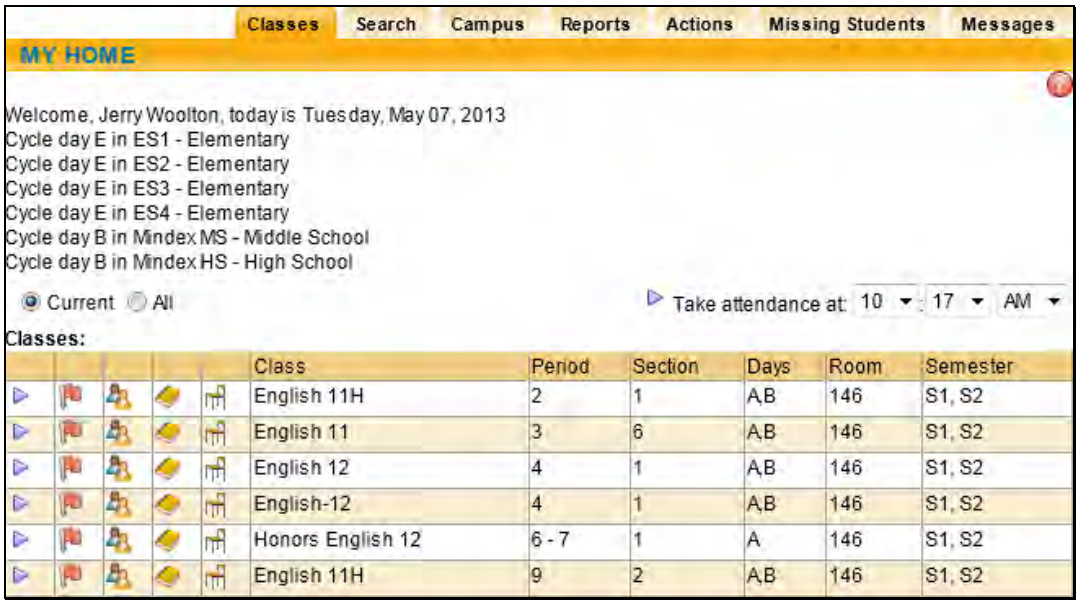
Schooltool includes a grade book feature which allows teachers to log and track daily assignments, tests, quizzes, etc, for each student, for each subject or course that they teach. Grade books are specific to each course and must be set up for each course individually.

Grade books are also available for ungraded courses, such as study halls, lunches, and linked courses. When a teacher navigates into an ungraded course, they will have the option to create a grade book for the purpose of tracking class assignments, progress, participation, and more. The only options within the Grades tab that will be available for these courses are the grade book editor, reports, and setup; all submit options and grade override options will be unavailable for ungraded courses.

Note: Since many of the grading tasks require a grade book to already be set up, the instructions generally assume that a grade book has already been created and set up for the selected class. If the grade book is not set up for a particular class, you should refer to the Initial Grade Book Setup section for instructions.

1. To access the grade book, Select a class from the list in the Home > My Home > Classes tab

Note: You may also click the Grade Book icon on the Classes tab to navigate directly to a course's grade book.



2. The screen will refresh to display additional tabs specific to that course. The Attendance tab is the default for most courses.
3. To access that course's active grade book, click on the Grades tab.
4. The Grade Book Editor view will appear. If the grade book has been set up, the grade book editor will display.

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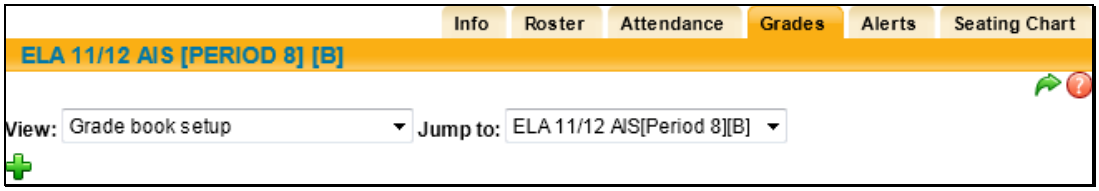
	Avg	Student	Syllabus	Journal 1	Journal 2	Transition HW	12 Men Act 1 ...	Legal Vocab: ...	10 Sentences	Assembly
1	73.60	Baker, Anna	100	100	85	100	65	100	0	85
2	56.34	Boyd, Catherine	100	100	0	100	88	50	95	0
3	84.68	Butler, Donald	100	100	100	100	90	90	100	100
4	57.33	Clark, Andrew	100	100	85	85	80	0	0	0
5	66.99	Davis, James	100	100	100	65	70	85	90	0
6	67.31	Harris, Brandon	100	100	100	100	68	100	0	85
7	94.58	Jenkins, Michael	100	100	100	100	100	100	100	100
8	91.61	Lopez, Carolyn	100	100	100	100	90	100	80	85

If the grade book has not been set up, the View drop down will appear.



Each class can have multiple grade books, but only one can be active at a time. Grade books are year specific. To view past years, select “All Classes” button from Classes tab. You can’t jump to another year without going to the Classes tab.

Users can “Jump” to any other active grade book using the “Jump to” drop-down, which is available on all Grade Book Setup and Grade Book Editor screens. This menu only shows grade books available for the school year you are currently working with.

Note: The “Jump to” drop-down menu is available on all grade book screens to allow users to quickly navigate to another course’s grade book. Changes are not saved when jumping between grade books.

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Grade Book Setup

Because grade books are specific to each class, teachers will use their My Home course list to select a class, and then build a grade book unique to that class. The grade book will need to be set up for each class before any of the grading tasks can be performed.

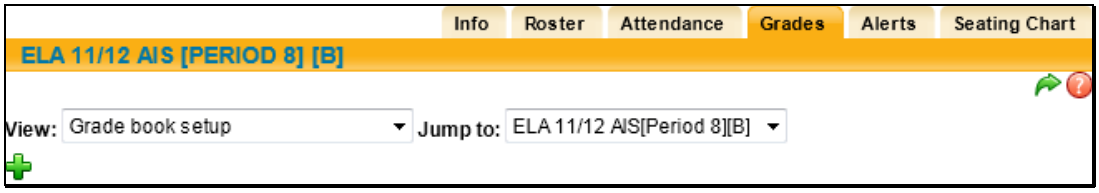
There are six (6) parts to creating a new grade book. The suggested work flow is to follow this process for each grade book, repeating it as often as necessary until all grade books have been completed.

- Part 1: users create the grade book name. This is typically "subject + year + grade (G#) + period (P#)."
- Part 2: users select the Averaging Method for this grade book (points or percentage).
- Part 3: users 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: users add attributes (teachers' notes for receiving credit or no credit, or attributes with modifiers that adjust assignment grades) to the grade book. Attributes are optional.
- Part 5: users add scales (different forms of grading scales) to the grade book. Scales are optional and used more in elementary grades.
- Part 6: users add assignments (individual tests, homework assignments, projects, etc) to the grade book and link them to appropriate categories and marking periods.

Note: Certain grade book options, such as subjects, attributes, skill sets, or other grading features, may or may not be available depending on your district's settings.

Initial Grade Book Setup

When a user navigates to a course's Grades tab (or selects the Grade Book icon from the Classes tab), they will be directed to that course's grade book. If no grade books have been set up for that course, the user will be directed to the Grade Book Setup view instead, where they may set up a new grade book.



To create a new grade book, click the Add button.

Create a New Grade Book

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

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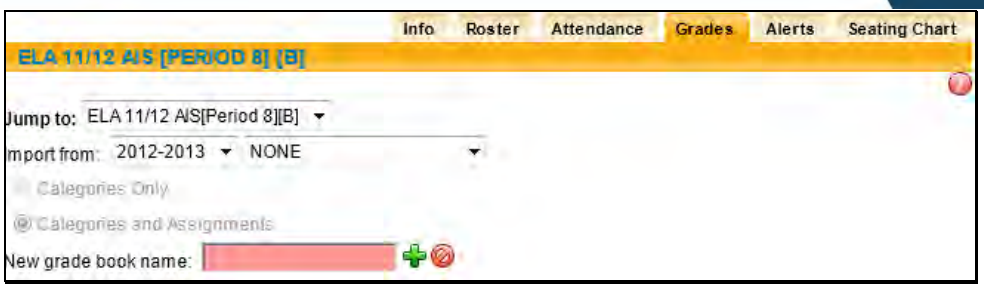
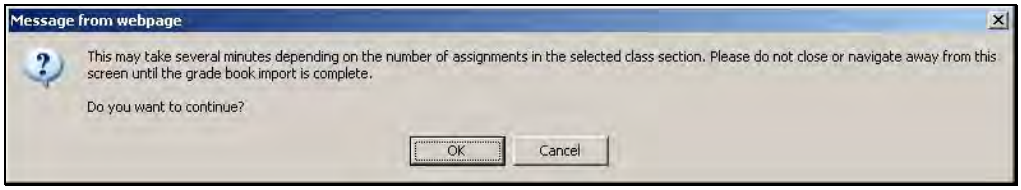


1. To create a grade book from scratch, enter the name for the new grade book and click the Add button to proceed to the Grade Book Setup for Existing Grade Books.

Note: Each grade book should have a unique name. A suggested naming strategy is: subject + year + grade (G#) + period (P#)). For example, "Spanish-07/08-G7-P3" or "EngComp-07/08-G10-P4-S1."

2. 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. When a course section is selected from this list, the import feature will import data from all grade books that exist for that section.
   A. 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 course's marking periods.
3. Enter a name for the new grade book and click the Add button to begin the import.

Note: If importing using the "Categories and Assignments" option, a warning message will appear to remind the user that it may take some time to import a large number of assignments. Click OK and do not close the window or navigate away from this screen until import is complete.



4. Once the import has completed, the user will be directed to the Grade Book Setup screen. To proceed, follow the steps for Grade Book Setup for Existing Grade Books.

Grade Book Setup for Existing Grade Books

Once a grade book has been created, the Grade Book Setup screen will show the settings for the selected course's active grade book. The top section of the screen shows the Averaging Method for that grade book and the default grade book for that course:

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Averaging Method:

The Averaging Method drop-down allows users to set the method used to calculate averages for each grade book. The two options are Points and Percent. If the Points value is selected, averages will be based on the total number of points achieved out of the total number possible. If the Percent value is selected, averages will be based on the averages divided by the number of assignments.

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.

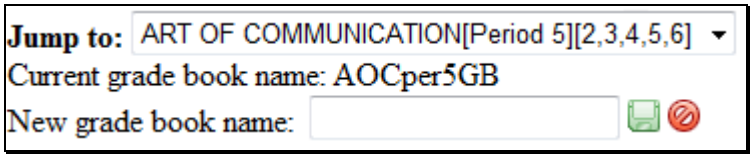
Default Grade Book:

This drop-down sets the active grade book for this course. This menu includes all existing grade books that have been created for this course.

Use the Add button to create a new grade book. To change the name of the default grade book, click the Edit button.

Edit a Grade Book Name

The name of the default grade book may be changed at any time by clicking the Edit button on the Grade Book Setup screen.



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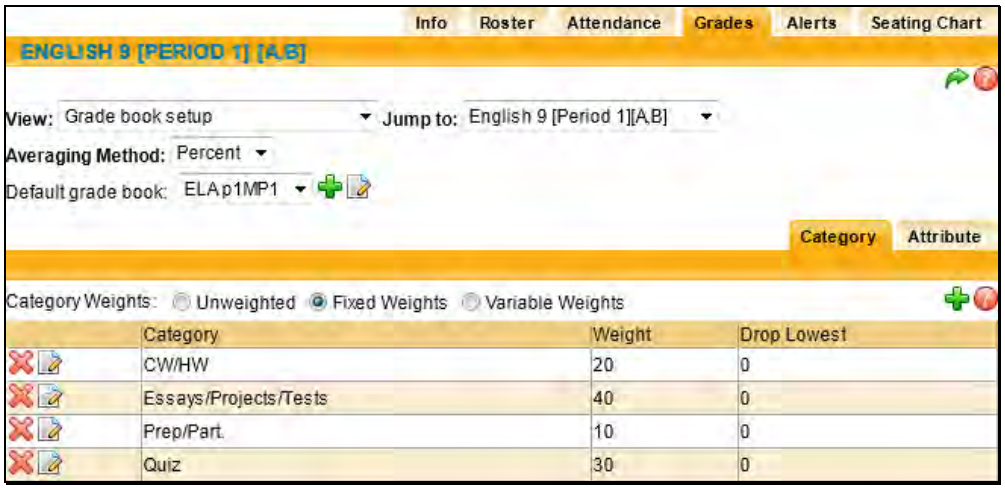
To change the grade book name, simply enter the new grade book name in the text field and click Save to apply the changes and return to the Grade Book Setup screen.

Category Tab

Grade Book Categories are topics or headings (like Homework, Tests, Class Work, Projects, etc.) which individual graded assignments fall under. Categories are how school**tool** organizes the various assignments to be graded. You must have at least one category in order to add assignments, although there is no limit to how many you add.

The Category tab is selected by default in the Grade Book Setup view.

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.



The 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. 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.

Three weighting options exist for categories: Unweighted, Fixed Weights, or Variable Weights.

- Unweighted: All categories will be active in all marking periods, and will all be given equal weight in each marking period.

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Category | Attribute

Category Weights: Unweighted Fixed Weights Variable Weights

	Category	Drop Lowest
	CW/HW	0
	Essays/Projects/Tests	0
	Prep/Part.	0
	Quiz	0

- Fixed Weights: Categories may each be assigned a specific weight, and all categories will be active in each marking period. Each category will be given the same weight in each marking period.

Category | Attribute

Category Weights: Unweighted Fixed Weights Variable Weights

	Category	Weight	Drop Lowest
	CW/HW	20	0
	Essays/Projects/Tests	40	0
	Prep/Part.	10	0
	Quiz	30	0

- Variable Weights: Categories may be assigned specific weights for each marking period. Category weights must total 100% for each marking period, and any weight may be set to 0% if that category is not used in a specific marking period.

Category | Attribute

Category Weights: Unweighted Fixed Weights Variable Weights

	Category	M1 Weight	M2 Weight	M3 Weight	M4 Weight	M5 Weight	M6 Weight	Drop Lowest
	CW/HW	20	20	20	20	20	20	0
	Essays/Projects/Tests	40	40	40	40	40	40	0
	Prep/Part.	10	10	10	10	10	10	0
	Quiz	30	30	30	30	30	30	0

Note: A message stating that "WARNING: Category weights do not add up to 100%" will appear if you have selected Yes for weighted categories, but either no categories exist, or existing category weights do not total 100% for each marking period. As soon as categories total 100%, or weighting is set to No, the message will disappear.

To add a new category, click Add. See the Add or Edit a Category section for detailed instructions.

To edit an existing category, click Edit. See the Add or Edit a Category section for detailed instructions.

To delete an existing category, click Delete. If you attempt to delete a category that is currently in use, you will see a warning prompting you to confirm the action. If you proceed with the Delete operation, all assignments tied to this category will also be deleted.

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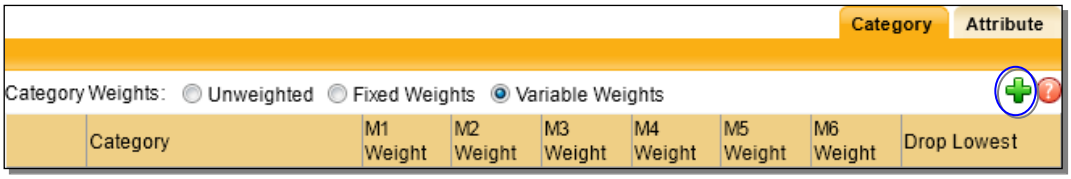
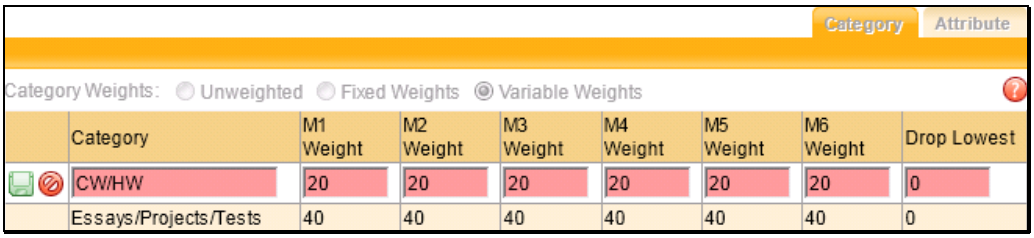
Add or Edit a Category

1. Click the Add Category button on the right side of the Category tab. To edit an existing category, click the Edit button in the appropriate row.



2. Enter the Category name (i.e. "Homework," "Exams," etc.) and the numeric Weight (if applicable). If you have selected weighting, you must designate weight values (if using the Variable Weights option, a value must be entered for each marking period).



Note: When adding weighted categories, the total weight of all categories must add up to 100. If you enter a weight that will result in a total over 100, an error will appear.

Note: Weight values are numeric only – using decimals, percent (%) signs or words in this field will result in errors.

3. Configure categories to automatically drop the lowest "X" number of assignments for a marking period, if applicable. When a value is set for a category, the grade book will automatically drops that number of grades per marking period, per category, per subject (if applicable). All assignment scores remain in the teacher's grade book, but any dropped grades will be excluded when calculating a student's overall average.

Note: There is no indicator in the Grade Book Editor that an assignment is going to be dropped as this is calculated on the fly: whenever an average is calculated or when grades are added/deleted/modified, the lowest "X" number of assignment grades are automatically removed from average calculations appropriately.

A. Rules for dropping assignment grades:

i. When calculating student averages, any attributes, including those with modifiers, are applied *before* determining the lowest assignment grade(s) to be dropped.

ii. Assignments with a No Credit attribute applied are treated as a 0 and can be dropped

iii. Assignments with an Exempt attribute are treated as nonexistent grades and cannot be dropped

iv. 0-point assignments are treated as nonexistent grades and cannot be dropped

v. Assignments not marked as "Include in Average" cannot be dropped

vi. This feature will not allow a user to delete all assignments for a student. If the grade book has fewer than the specified number of assignments to be dropped for a given marking period, category, and subject, *no* grades will be dropped for that student. For example, a category configured to drop the

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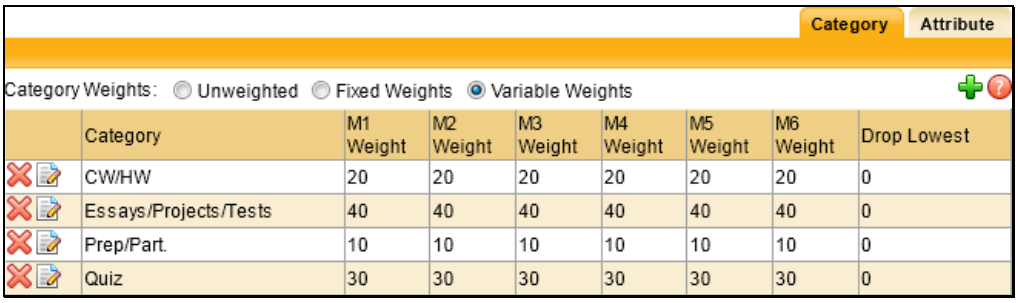
lowest 2 assignments requires 3 or more assignments for that marking period and category (and subject, if applicable).

4. Click the Save button on the far left of the Category row to save your category. The screen will refresh to show you the category (and weight, if applicable) you have added for this grade book.



	Category	M1 Weight	M2 Weight	M3 Weight	M4 Weight	M5 Weight	M6 Weight	Drop Lowest
	CW/HW	20	20	20	20	20	20	0
	Essays/Projects/Tests	40	40	40	40	40	40	0
	Prep/Part.	10	10	10	10	10	10	0
	Quiz	30	30	30	30	30	30	0

Note: You can use the Delete button to delete your category, or the Edit button to make changes to your category name and/or its weight (buttons are to the left of the category).

5. Repeat these steps for each category in this grade book until all categories and appropriate weights have been defined.

Note: You can continue to add categories at any time, and can also edit categories (and their weights) and turn weighting on and off. However, if you use weighting, all new categories must have a weight, and total weight cannot exceed 100.

Attribute Tab

Grade book Attributes 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” which would result in no credit. Attributes are not required.

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.

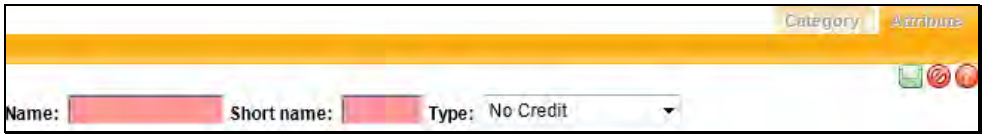
To add a new attribute, click Add. See the Add an Attribute section for detailed instructions.

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

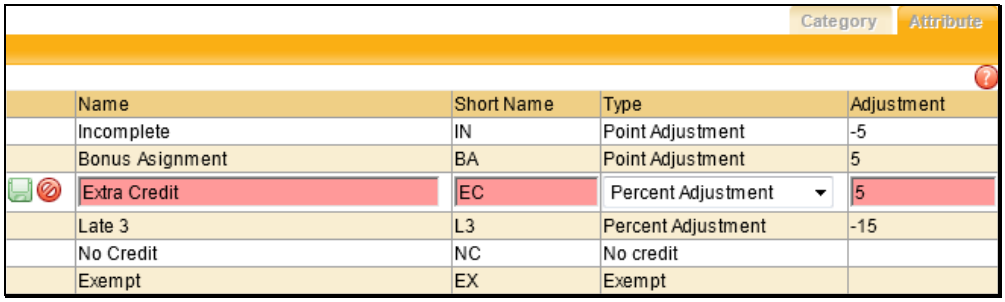
To delete an existing attribute, click Delete. You may only delete attributes that are not currently in use.

Add an Attribute

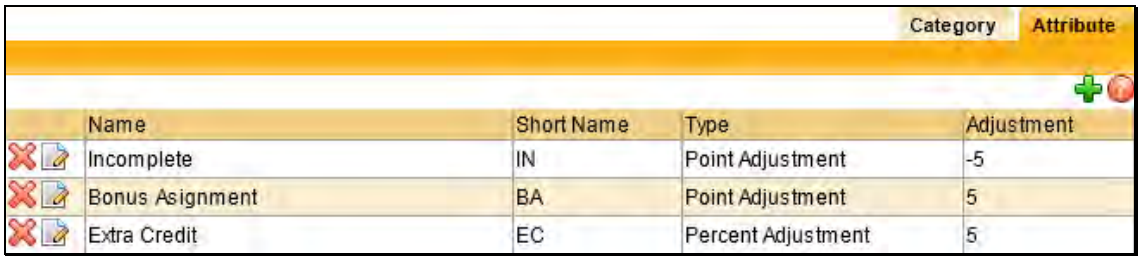
1. Click once on the Add button on the right side of the Attribute tab. The tab will refresh with entry fields:



- Name (free-text, required, up to 50 characters): name of the attribute (i.e. “Not Handed In,” Absent when assigned,” “Exempt,” etc.).
- Short name (free-text, required): This is what will display in the Assignment area (i.e. “NH” for Not Handed In or “EX” for Exempt, etc.).
- Type (drop-down): Choose one of the five (5) options:
  - No Credit – means that the student will not get credit for this assignment, regardless of whether a grade is entered or not. This will count against the student and negatively impact the student’s average. For example, if the assignment is Not Handed In, the student might get No Credit.
  - Exempt – means that 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. For example, the student may have already completed extra credit and is exempt from a quiz or homework.
  - Flag – has no effect on the average. This just serves as a reminder to the teacher that this particular attribute was in effect – for example, maybe the assignment was handed in late. The student still gets credit, but the teacher wants to remember that for later. Or maybe the student was absent when the assignment was given. The student can still make it up, so this will flag the teacher for later.
  - Point Adjustment – applies a point modifier to adjust assignment scores.
  - Percent Adjustment – applies a percentage modifier to adjust assignment scores.
- Adjustment (text box, required if Type is Point Adjustment or Percent Adjustment): indicates the adjustment value (including + or -) for the attribute.

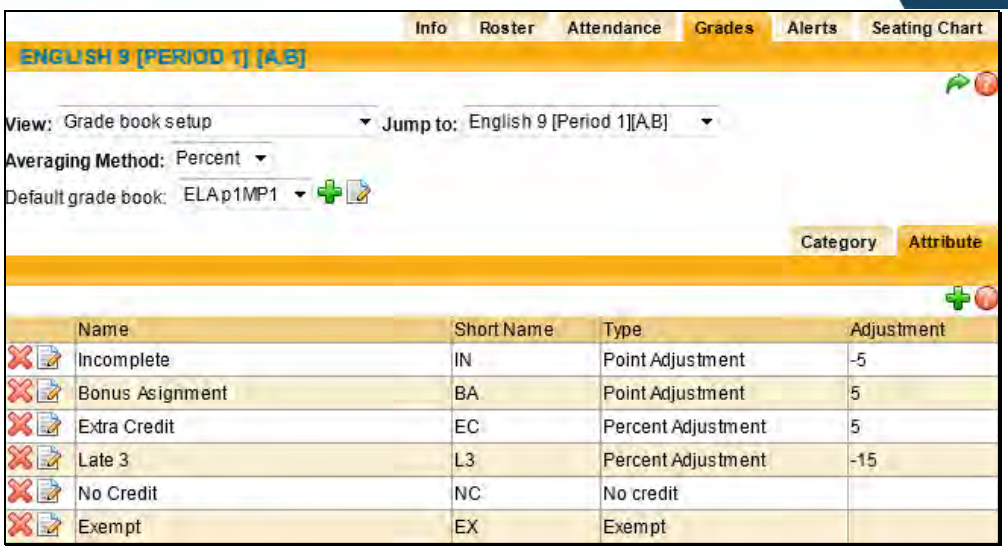


2. When you have finished defining the attribute, click the Save button on the far right of the tab to save your attribute (see below). The screen will refresh to show you the attribute details you have added for this grade book in read-only mode.



3. Repeat these steps for each attribute you wish to add.

The image below shows how a grade book with multiple attributes might look.



Attributes are applied to assignments in the following order:

No Credit (treated as a value of zero)

Exempt (not included in grade)

Points (numeric modifier)

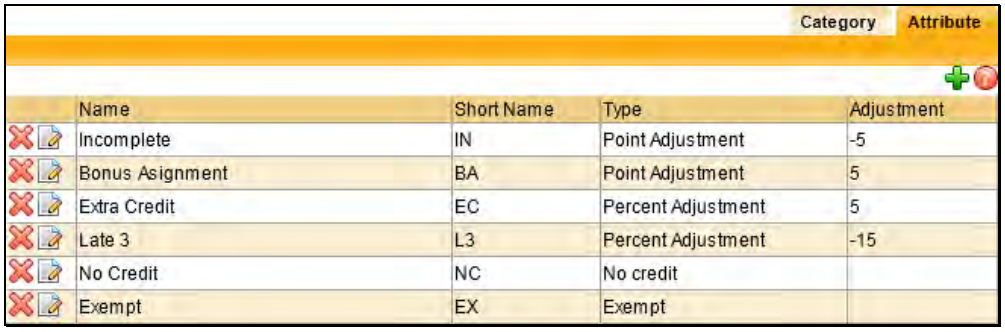
Percentage (percent modifier)

Attribute modifiers will be applied to assignment grades according to the following formula:

Raw Score + (Sum of all Points Attributes) + (Sum of all Percentage Attributes)

Edit an Attribute

1. To edit an existing attribute, click the Edit button in the appropriate row.



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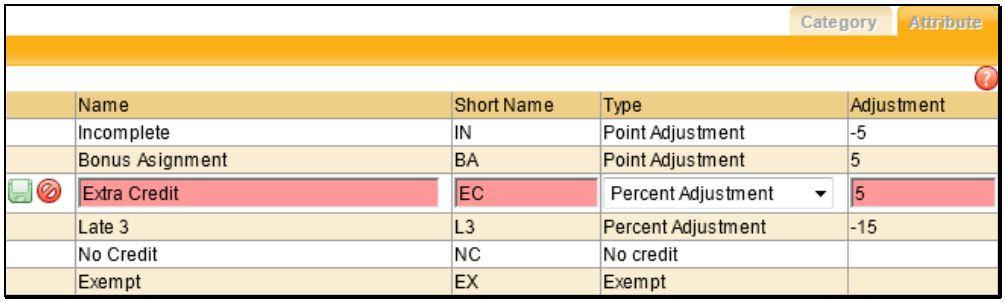
2. The screen will refresh with editable fields. Modify the attribute's name, short name, and/or type as needed, and click Save to apply the changes.



Scales Tab

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 used more in the elementary grades. Scales apply to every assignment in this grade book. It is not possible to add scales which are only valid for one of a group of assignments. Scales are not required.

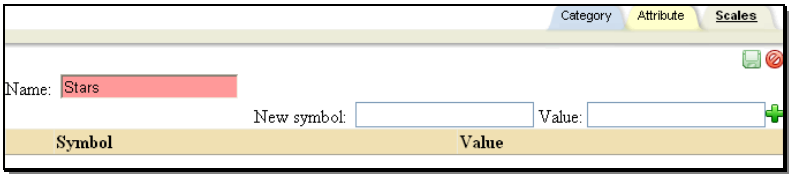
To add a new scale, click Add. See the Add or Edit Scales section for detailed instructions

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.

Add or Edit Scales

1. Click once on the Add button on the right side of the Scale tab to create a new scaled (or click Edit to modify an existing scale).
2. The tab will refresh with entry fields:



3. Enter the required, free-text Name of the scale (i.e. "Stars," "Checks," , etc.). The Scales name can be up to 50 characters in length.
4. Enter first new symbol and value and click the green plus sign.

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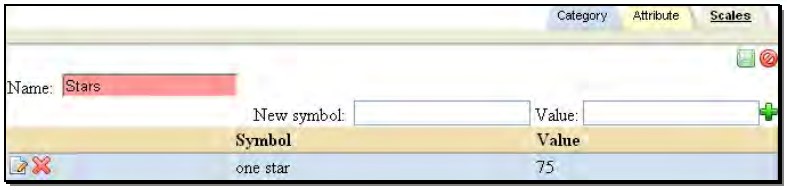
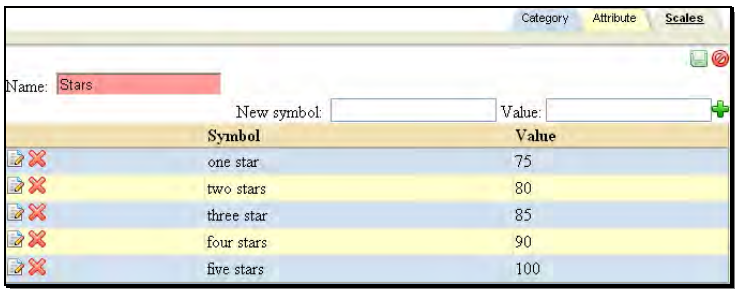
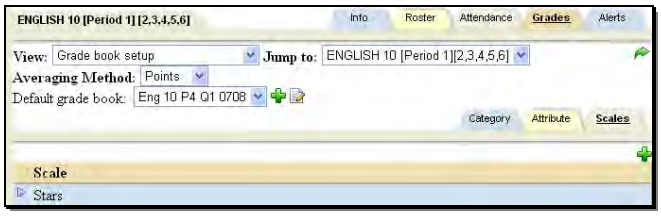


5. Continue with this process until all of the scale values have been entered.



6. When you have finished defining the scale, click the Save button on the far right of the tab to save your work.
7. The screen will refresh to show you the scale details you have added for this grade book in read-only mode.



Deleting a Grade Book

You may delete a grade book (name) after you have deleted all attachments: assignments, attributes, categories, and scales.

1. To delete the grade book name, you must be in the setup area. Select Grade book setup from the View drop-down list. The screen will refresh with the setup screen displaying the name of the current active grade book in the Default grade book drop-down field.

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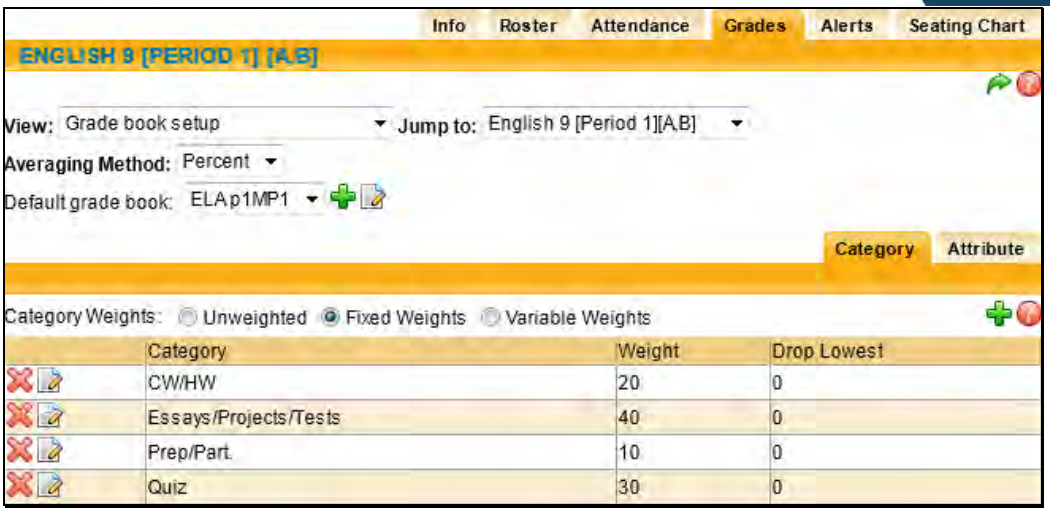
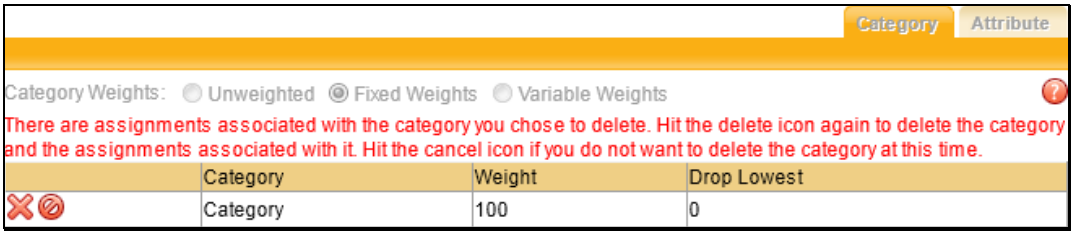
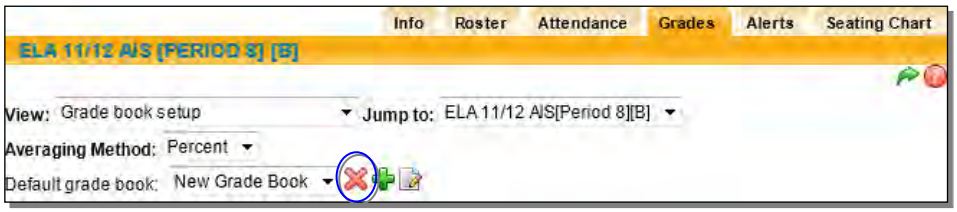


2. If you do not see the red Delete grade book button to the right of the Default grade book drop-down list, then this grade book has features attached. If you do see the Delete grade book button, you may continue without deleting grade book features.
3. Delete all categories. If assignments exist for this category, a warning message will appear. Take the appropriate action to remove this category and all attached assignments.



4. Delete all attributes. You will be prompted to confirm this action. Click OK to the prompt and the attribute will be removed. Do the same for Scales if any were used.
5. When all categories, attributes, scales, and assignments have been deleted, the red Delete grade book should appear to the right of the grade book name.



6. Click once on the red Delete grade book button at the right of the grade book drop-down field.
7. When prompted, click OK to continue. The screen will refresh and the Default grade book list will no longer contain the name of the deleted grade book.
8. You may repeat these steps to delete other grade books or return to the Grade book setup View to work in another grade book.

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Note: Once you have deleted your grade book, there is no way to recover it. You will have to add it again manually.

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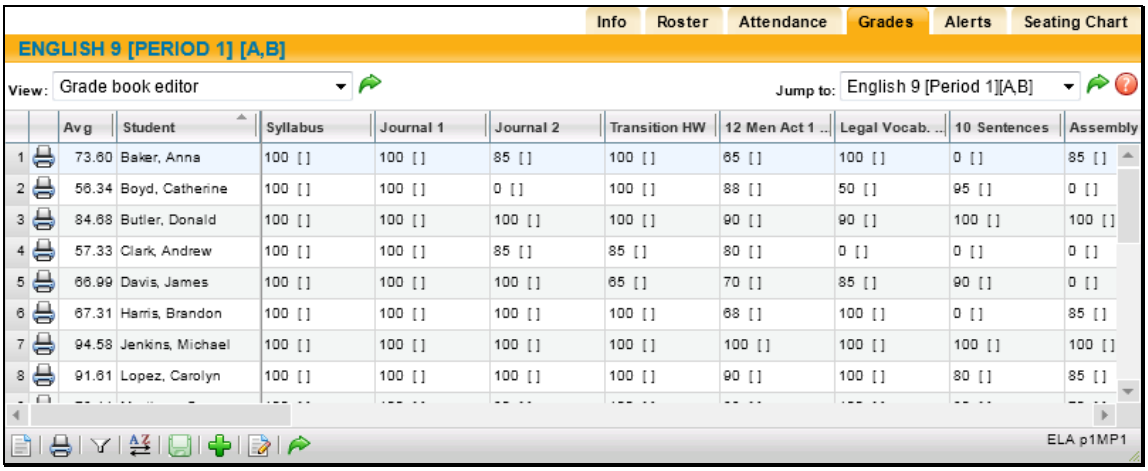
Grade Book Editor

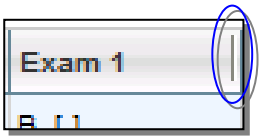
The Grade Book Editor is where all assignment information is set up and where all grades are stored. This is the portion of the Grades tab that teachers will spend the most time using. From within the Grade Book Editor, teachers may add new assignments, edit existing assignments, enter grades for assignments, and print reports per student or per class.



		Avg	Student	Syllabus	Journal 1	Journal 2	Transition HW	12 Men Act 1 ...	Legal Vocab. ...	10 Sentences	Assembly
1		73.60	Baker, Anna	100 [ ]	100 [ ]	85 [ ]	100 [ ]	65 [ ]	100 [ ]	0 [ ]	85 [ ]
2		56.34	Boyd, Catherine	100 [ ]	100 [ ]	0 [ ]	100 [ ]	88 [ ]	50 [ ]	95 [ ]	0 [ ]
3		84.68	Butler, Donald	100 [ ]	100 [ ]	100 [ ]	100 [ ]	90 [ ]	90 [ ]	100 [ ]	100 [ ]
4		57.33	Clark, Andrew	100 [ ]	100 [ ]	85 [ ]	85 [ ]	80 [ ]	0 [ ]	0 [ ]	0 [ ]
5		66.99	Davis, James	100 [ ]	100 [ ]	100 [ ]	65 [ ]	70 [ ]	85 [ ]	90 [ ]	0 [ ]
6		67.31	Harris, Brandon	100 [ ]	100 [ ]	100 [ ]	100 [ ]	68 [ ]	100 [ ]	0 [ ]	85 [ ]
7		94.58	Jenkins, Michael	100 [ ]	100 [ ]	100 [ ]	100 [ ]	100 [ ]	100 [ ]	100 [ ]	100 [ ]
8		91.61	Lopez, Carolyn	100 [ ]	100 [ ]	100 [ ]	100 [ ]	90 [ ]	100 [ ]	80 [ ]	85 [ ]

Depending on your screen settings, the number of assignments visible on your screen will vary. Simply click the bottom right corner and drag to resize. Additionally, you may click the Menu button in the grade book toolbar and select “Full screen” to show only the editor on the screen.

Individual columns can be resized at any time. Click the line in the upper right corner of the column header and drag it to resize.



Users may click in any cell to edit grades. A green triangle in the top corner of a cell indicates that the value has changed. The triangle indicator will be removed once changes have been saved to the grade book.

To navigate between cells in the editor, users may click with a mouse or use a keyboard. When using the keyboard, either use the arrow keys (left, right, up, down) or use Tab to move right, Shift+Tab to move left, Enter to move down, and Shift+Enter to move up. Moving into a cell using this method allows the user to edit the grade for that cell.

To view a student’s category averages for the selected marking period, click on a student’s average in the far left column. A small window will appear, displaying the student’s category averages for the marking period that is being viewed (if the user is viewing all marking periods, the window will use the current marking period’s information instead). If the grade book is set up to use weighted categories, the window will also display each category’s weight for that marking period.

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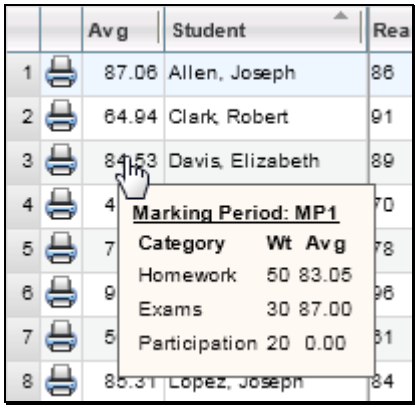
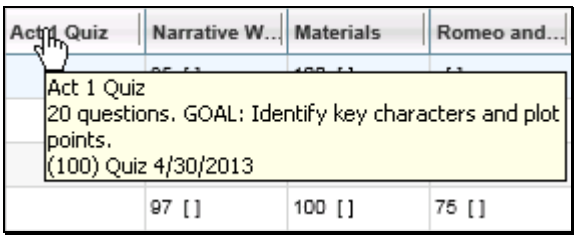
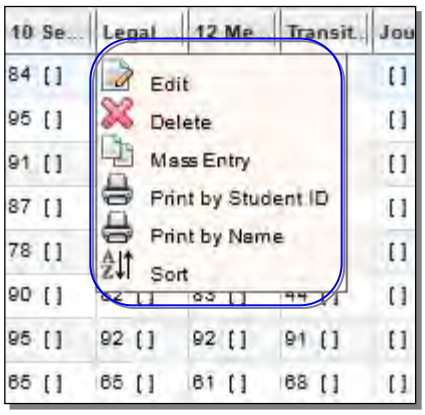


Assignments in the Editor View

Hover over an assignment title to see details about that assignment. This will display the assignment title, the total number of points it is worth, the category short name ("HW" for example), and the assignment date. If the assignment also has a description, that will show on another line.



Each assignment has its own menu with assignment specific buttons, available by clicking on the assignment title.



The following buttons are available for each assignment:

- Edit button – allows you to edit the assignment details and, if available, apply those changes to multiple grade books.
- Delete button – allows you to delete the assignment from the grade book. This will delete all related student grades as well.

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- Mass Entry button – applies the grade entered in that field to that assignment for all students.
- Print buttons – allow you to print the Assignment Report for that assignment, showing either Student ID or Name.
- Sort button – sorts the students vertically based on their grades for that particular assignment.

Entering Daily Assignment Grades

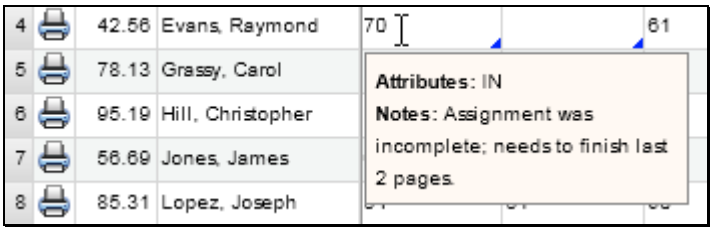
1. To enter grades one by one, simply click in a cell and type in a grade (or select it from the drop-down if not using numeric grades for that assignment). Use the mouse or the keyboarding shortcuts to navigate to other cells and enter additional grades.
2. To enter attributes or notes, right click in the desired cell and use the checkboxes or note entry area, then click the Update button to apply the changes.
3. To enter the same grade, attribute, and/or note for multiple students at once, click the assignment title to access the Mass Entry button from the assignment drop-down menu. A pop-up will appear with a number of mass entry options for that assignment.
   A. Specify whether to apply the changes to all students' assignments or only the ungraded assignments in that column. Ungraded assignments are those that have no score, attributes, or notes (if any of those exist, the assignment will be considered graded for that student).
   B. Enter the desired grade, attribute(s), and/or note and click the Update button to apply the changes. The appropriate assignments will be updated based on the options selected.
4. To recalculate student averages and save grades you've entered, click the Save button from the bottom toolbar. All changes will be applied to the grade book and student averages will be updated in the Editor.

Note: The "Avg" column will always display the student's average for the assignments currently being displayed in the editor. This means the average shown will change based on selected assignment filters.

Using Attributes and Assignment Notes

Teachers can add attributes and/or notes to any student assignment in the grade book editor. Attributes must be configured before they will be available in the grade book. The ability to enter notes is based on district configuration.

To view selected attributes and/or notes, simply mouse over the desired cell.



Attributes can be shown or hidden using the "Show Attributes/Notes Editor" option in the grade book editor menu.

Note: If attributes are not configured for the grade book and notes are not enabled, the menu option will not show.

When the "Show Attributes/Notes Editor" option is checked, brackets will appear in each cell ("[ ]"). Attribute short codes will be displayed within those brackets where they exist. When attributes are configured with point or percent adjustments, applying an attribute will cause the student's grade book average to be recalculated to account for the adjustment once the grade book is saved.

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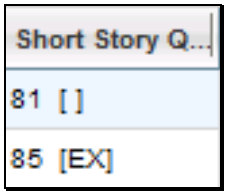
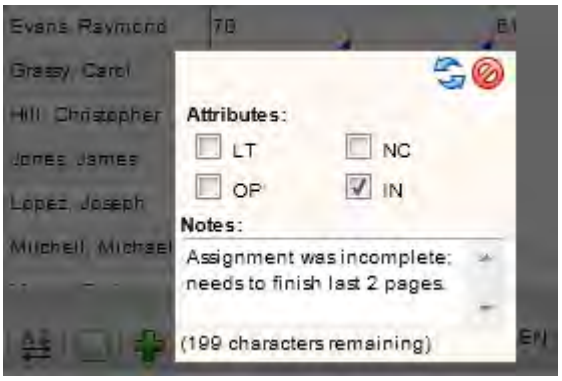


To select attributes or to enter a note, right click in the cell (or click between the [ ] brackets). A pop-up window will appear, where the user may select any appropriate attributes and/or add student assignment notes as needed. Click the Update button to save changes.



When a note exists for a given assignment, a blue triangle indicator will appear in the bottom right corner of the cell.

The Grade Book Editor Toolbar

The Grade Booked Editor includes a toolbar at the bottom of the screen where users may click to access menus with additional options.

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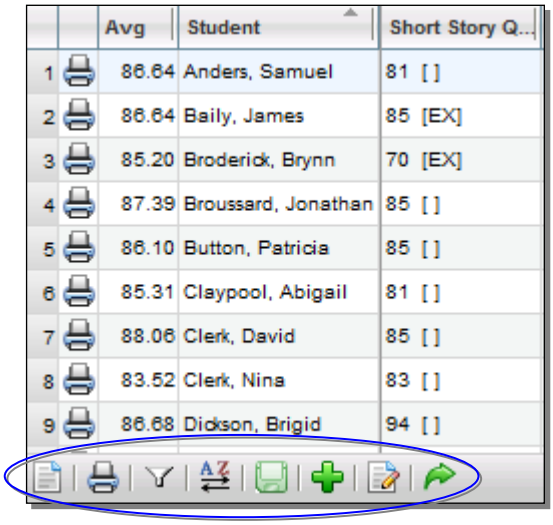

	Avg	Student	Short Story Q...
1	86.64	Anders, Samuel	81 [ ]
2	86.64	Baily, James	85 [EX]
3	85.20	Broderick, Brynn	70 [EX]
4	87.39	Broussard, Jonathan	85 [ ]
5	86.10	Button, Patricia	85 [ ]
6	85.31	Claypool, Abigail	81 [ ]
7	88.06	Clerk, David	85 [ ]
8	83.52	Clerk, Nina	83 [ ]
9	86.68	Dickson, Brigid	94 [ ]

Menu

Click on the Menu button to view additional view options. These checkboxes control the information that displays on the screen and are all checked by default.

Current options include:

- Show Inactive Students
- Show Selected Student (to show only a single student, click in the row for that student and select this option)
- Show Skill Set Averages (if using skill set grading, this option allows teachers to specify which skill set averages to display)
- Show Attributes/Notes Editor (this option is only available if the grade book has attributes configured *and;/or* the district has enabled grade book notes.
- Show Student ID
- Use Larger Font
- Column Width (allows users to select a column width between 1 (narrowest) and 5 (widest); all columns will be sized equally based on whichever setting is selected)
- Full screen (shows the grade book editor in full-screen mode)

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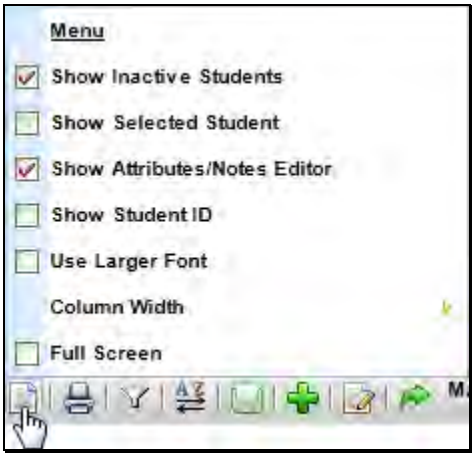


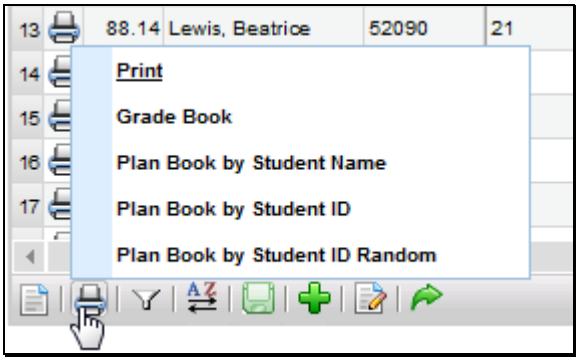
Reports

Click the Reports button to view available grade book reports, and click on any report to run it. The report will open in a new window. Available reports include the following:

- **Grade Book** (prints the Grade Book Report for the entire class)
- **Plan Book by Student Name** (the report will display 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** (the report will display student ID numbers instead of names. The students will be displayed in random order, regardless of name or ID number)

See the section on Grade Book Editor Reports for more information on each of these reports.

Note: Running reports from within the Grade Book Editor produces a quick report that does not use a prescreen. To run with additional options, navigate to the Grade Book Reports view, select the appropriate report and configure options as appropriate.



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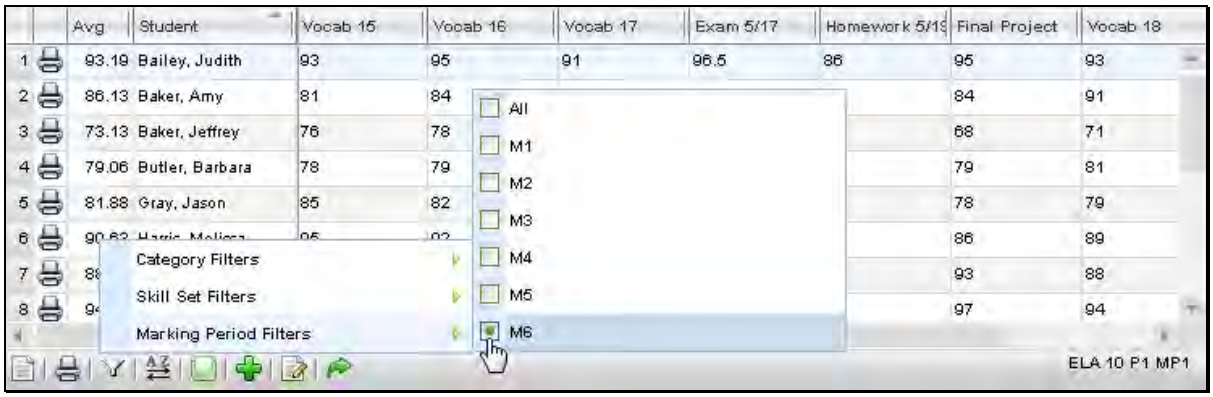
Filter

The assignments in the Grade Book Editor can be filtered by Category, Subject, Marking Period, and/or Skill Set, depending on the options defined by your district. To set a filter, click the Filters button, click on the desired filter type, and select the appropriate filter criteria..

Note: To use multiple filters at the same time, you must select one type of filter first, then click the Filters button and select the other filter.

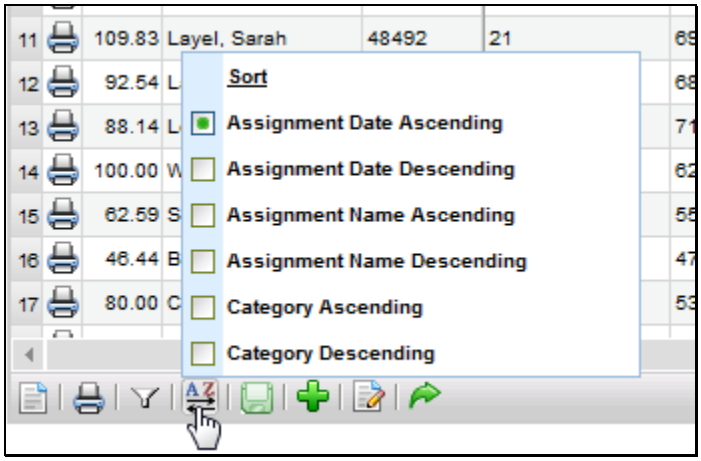


Note: The "Avg" column and category average mouseover will always display information based on the assignments currently being displayed in the editor. This means the average shown will change based on selected assignment filters.

Sort

Grade Book assignments can be sorted by assignment date, by assignment name, or by category. To apply a sort, click the Sort button and select the appropriate sort option.

Note: Assignments are sorted horizontally in the grade book editor.



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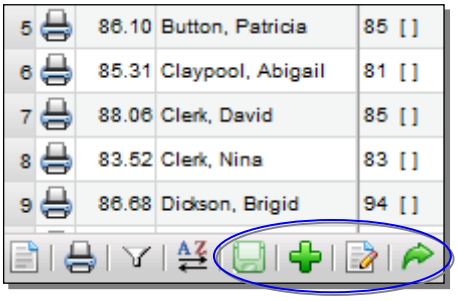
Save/Add/Done Buttons

Changes to the Grade Book can be saved by clicking the Save button at the bottom. This will also cause all student averages to be refreshed.

The Add button allows teachers to add assignments individually, while the Batch Edit Assignments button will allow users to add, edit, and/or delete multiple assignments from a single screen.

To exit the Grade Book Editor and return to the user's **My Home > Classes** tab, click the Done button. If there are unsaved changes, a prompt will appear asking for confirmation. Click OK to exit without saving or click cancel to return to the grade book editor.



When a grade book is saved, the following settings are maintained for the user:

- Menu > Show Inactive Students
- Menu > Show Student ID
- Menu > Show Attributes
- Menu > Show Skill Set Averages
- Menu > Use Larger Font
- Menu > Column Width
- Menu > Full Screen
- Height and width of the Grade Book Editor window
- Filter > Subject, Skill Set, or Category filter selections

After saving changes, these settings will be maintained for each user individually and will be reflected across all of that user's grade books. Because these settings are saved for each user and not for each grade book, users accessing a grade book either by assuming a faculty identity or as a substitute will continue to see their own settings reflected, rather than those of the user who last saved the grade book.

Add Assignments

Assignments are the actual tasks students will be graded on. Each assignment must be named, have a designated point value, have a date and a marking period designation, and be linked to a category. For information on how to add multiple assignments at one time, refer to the Batch Add/Edit Assignments section.

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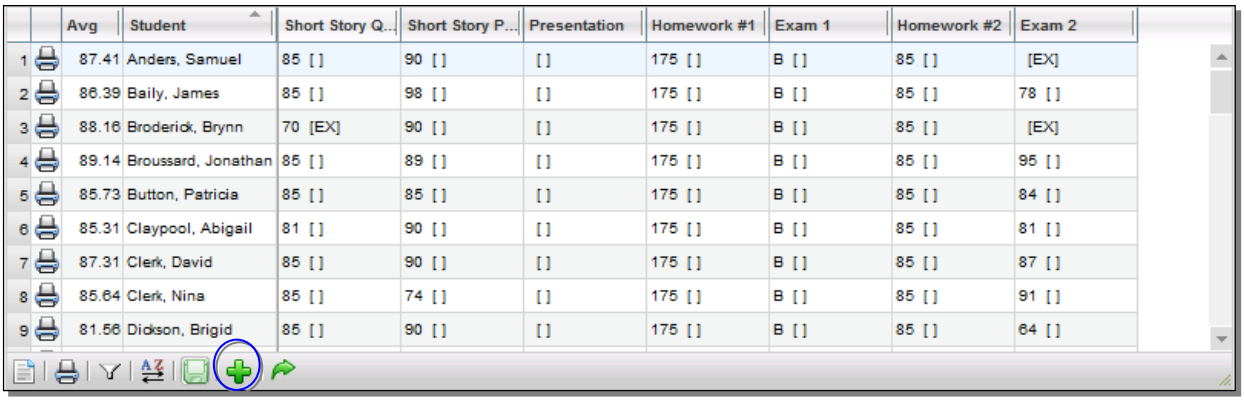
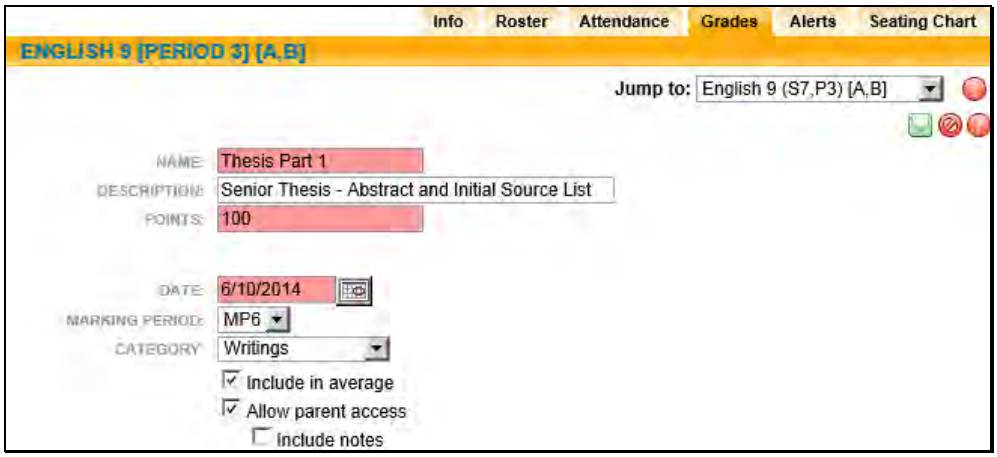
1. To add a single assignment, click the Add Assignment button found in the grade book toolbar at the bottom of the screen.



	Avg	Student	Short Story Q...	Short Story P...	Presentation	Homework #1	Exam 1	Homework #2	Exam 2
1	87.41	Anders, Samuel	85 [ ]	90 [ ]	[ ]	175 [ ]	B [ ]	85 [ ]	[EX]
2	86.39	Baily, James	85 [ ]	98 [ ]	[ ]	175 [ ]	B [ ]	85 [ ]	78 [ ]
3	88.16	Broderick, Brynn	70 [EX]	90 [ ]	[ ]	175 [ ]	B [ ]	85 [ ]	[EX]
4	89.14	Broussard, Jonathan	85 [ ]	89 [ ]	[ ]	175 [ ]	B [ ]	85 [ ]	95 [ ]
5	85.73	Button, Patricia	85 [ ]	85 [ ]	[ ]	175 [ ]	B [ ]	85 [ ]	84 [ ]
6	85.31	Claypool, Abigail	81 [ ]	90 [ ]	[ ]	175 [ ]	B [ ]	85 [ ]	81 [ ]
7	87.31	Clerk, David	85 [ ]	90 [ ]	[ ]	175 [ ]	B [ ]	85 [ ]	87 [ ]
8	85.64	Clerk, Nina	85 [ ]	74 [ ]	[ ]	175 [ ]	B [ ]	85 [ ]	91 [ ]
9	81.56	Dickson, Brigid	85 [ ]	90 [ ]	[ ]	175 [ ]	B [ ]	85 [ ]	64 [ ]

2. The screen will refresh with entry fields where you can define this assignment.



A. Name (free-text, required, up to 50 characters): Enter an assignment Name (such as “take home project” or “chapter 3 quiz” etc.). Only the first 15 characters will display on the Grade book editor screen, but the whole name will appear when you mouse over it. The name should be specific. More than one assignment may be added with the same name, provided they are assigned to different dates. Each assignment must have a unique name and date combination.

B. Description (free-text, optional, up to 255 characters): Enter a description for the assignment, if desired. This will be displayed in the grade book editor when mousing over assignment names, and on the My Home > Assignments tab on student records.

C. Points (required): Number of points this assignment is worth. If a single entry field appears, it assumes you are only entering numeric values. If you do not see the Points options you require for setting up your assignments, contact your district’s school**tool** liaison. Depending on your district’s preferences, you may see two (2) radio button options for Points:

   i. Numeric (required, numeric): If selected, a numeric field appears. The point value must be 1 or greater, unless your district allows zero-point assignments.

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ii. Other (drop-down): Select from a district-defined group of options, such as rubric scales, pass/fail, alpha scales, etc.

D. Date (required, date field, defaults to current date): You may use this field for the date assigned or the date due. Use the pop-up calendar to select the date, or enter the date manually using the mm/dd/yyyy format. This date is only used to help you organize and track your assignments.

Note: If you add all of your assignments on the same day and do not change the date field, they will appear in alphabetical order by assignment name.

E. Marking Period (required, drop-down): Select a marking period from the drop-down. This designation is used to tie an assignment to the selected marking period. All averages will be calculated based on marking period designations (rather than dates). This is also used to determine which assignment scores are included when submitting marking period and/or progress report grades, to determine the average shown on the **My Home > Grades** tab, and the assignments that are shown on a student's **My Home > Assignments** tab.

F. Category (required, drop-down): You should see a list of all the categories you added to this grade book. This value will default to the first value in the list.

3. Decide whether to include this assignment in student averages. The "Include in average" check box is checked by default; simply uncheck it by clicking once, and this assignment will not be included in averages. An example might be an assignment that measures participation which has no actual score; you might give each student who attended a 1 out of 1, but choose not have this impact the overall class average.
4. Decide whether to allow parent access through the parent portal to this assignment. The Allow parent access is not checked by default; simply check the box by clicking once and this assignment will be viewable to a parent when accessing school**tool**.

Note: Keep in mind that if your district uses Push Notifications for the school**tool** Mobile App, users may get notifications when assignment grades are saved for assignments designated as Allow Public Access.

A. Choose whether or not to include assignment notes for individual students in the parent portal. This option is unchecked by default and does not appear if student assignment notes are not configured for use. When this option is enabled for an assignment, students' notes for that assignment will appear on the **My Home > Assignments** tab.

Note: The Allow Public Access check box and the Include Notes option only appear if your district allows parent access to school**tool**.

5. When you have finished building this assignment, save your work using either method A or B below:
   A. If you wish to add another assignment after this one, click once on the Save Assignment and add another button. The first assignment will be saved, and the tab will refresh allowing you to add another assignment.
   B. If you wish to add only this assignment, and return to the grade book, click once on the Save assignment and return to grade book button. Use this button when you have finished adding assignments. In this example we will save and return to the grade book.
6. Repeat these steps for each assignment in this grade book.
7. When you have finished adding assignments, return to the Grade book editor View area (finish adding your assignment and click the Save and return to grade book button, OR click the Return to grade book without saving button in the upper right corner of the assignment area).
8. Save your entire grade book. Click once on any of the Save grade book changes buttons found in the upper portion of the Grade book editor View in the Grades tab to save the assignment(s) to the grade book.

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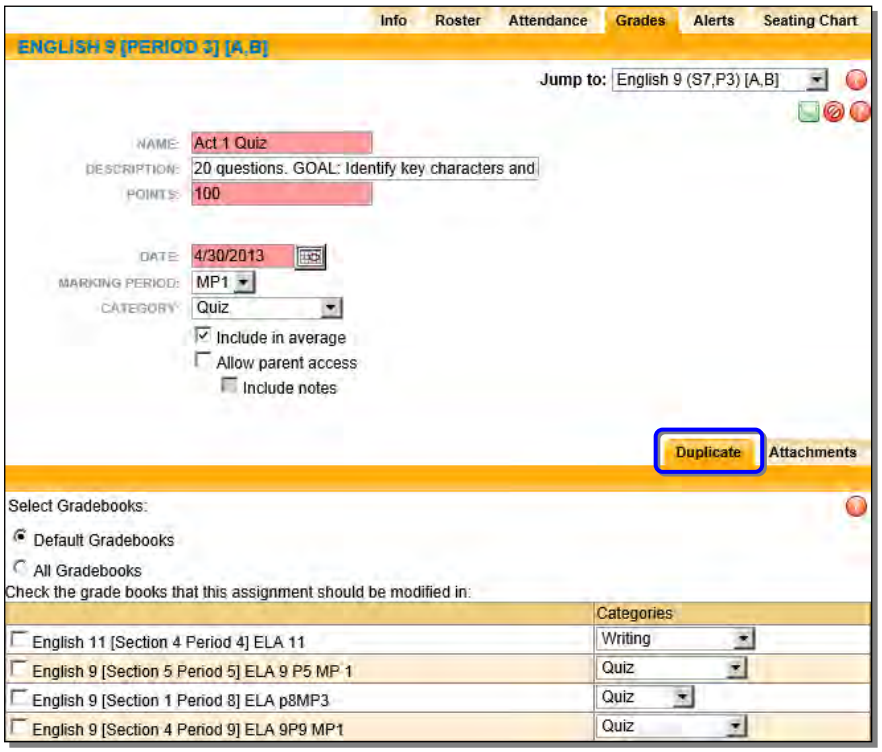
Add Assignments to Multiple Grade Books

Often it will be necessary to add assignments during the marking period, after your grade books have been set up. School**tool** allows users to add a new assignment at any time, and to add a single assignment to multiple grade books (if multiple grade books exist) at the same time.

Note: You must have at least one grade book to use this procedure.

1. To create an assignment, navigate to the Grades tab and click once on the Add assignments button in the grade book toolbar. The tab will refresh with entry fields for the new assignment, as well as the Duplicate tab, along the bottom of the assignment area.

Note: If you do not see the Duplicate tab, it means you do not have any other grade books to copy this assignment to.



2. Enter the assignment details: Name, Description, Points, Date, Marking Period, Category, whether this will be included in averages or not and whether to allow parent access.
3. Use the Duplicate tab to add this assignment to one (or more) of your existing grade books for other sections/courses. Click once in the check box to the left of the name of each grade book that should also have this assignment added to it.

Note: Use the radio button to toggle the list of available grade books between only those defined as a “default” grade books or all grade books for all courses in the current year.

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4. Use the Categories drop-down list at the right of each grade book row to put the assignment in the correct category. (Remember, grade books can each have their own categories, so you will need to choose the appropriate category per grade book.)

Note: You can also add an attachment to the assignment by clicking on the Attachment tab and using the browse button to locate and upload the attachment.

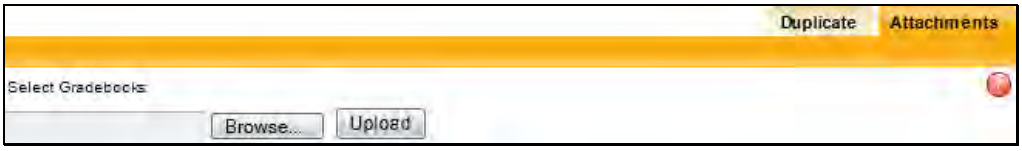
5. Select the Save assignment and return to the grade book button (upper right corner of the Grades tab) to save the new assignment to this grade book and to each grade book checked on the Duplicate tab.

Note: To verify that the new assignment has been added to the other selected grade books, you can review each grade book.

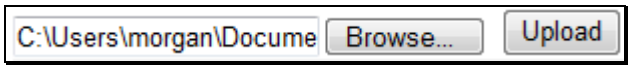
Attachments Tab

Any number of files, and any file type, may be added to an assignment.

1. To add attachments to an assignment, click on the Attachments tab.



2. Click the Browse button and locate the file to attach.



3. Click Upload to attach the file to the assignment. You must upload the file for the attachment to be added.
4. The uploaded file will appear in the list of attached files when the upload is completed.

5. Once an attachment has been added to an assignment, you may click the Select button to open the file or the Delete button to remove it.
6. Remember to Save the assignment after adding or removing an assignment..

Subjects Tab

The Subjects tab helps teachers organize assignments and grade students according to performance in one or more subject areas at a time. Any number of subjects may be selected. To associate an assignment with, simply check or uncheck the appropriate subject boxes and Save the assignment.

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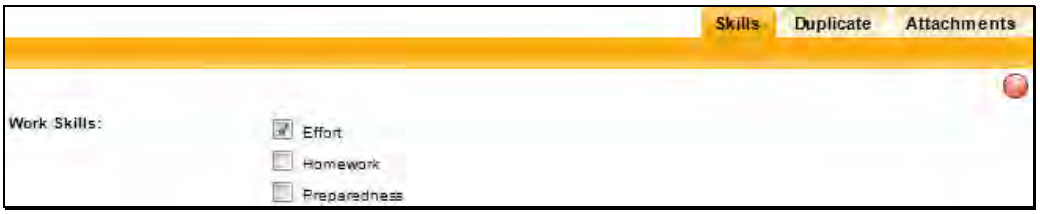
Descriptors Tab

The Descriptors tab allows teachers to tie specific descriptors to individual assignments. This allows school**tool** to calculate averages per descriptor when teachers use the "Grade Book Copy Grades" feature when submitting Marking Period grades. This is typically used only by elementary teachers, and only applies for descriptor-based graded courses.

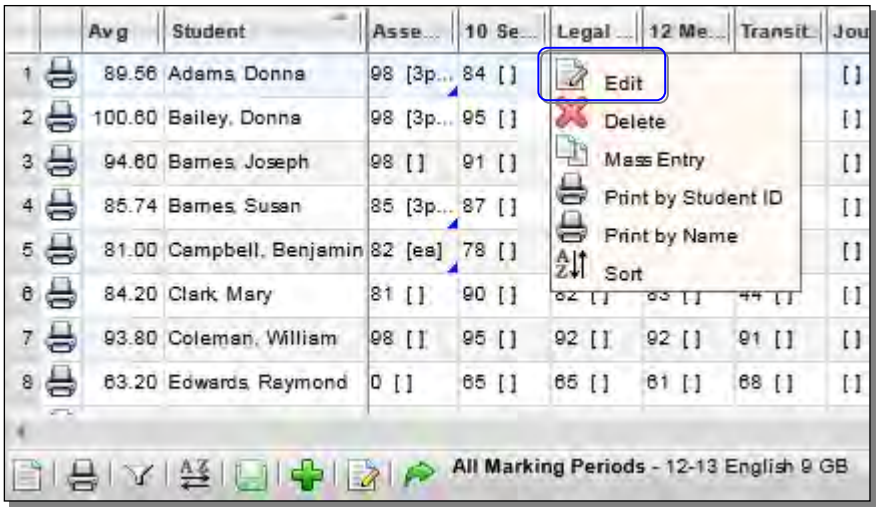
Skills Tab

The Skills tab allows teachers to tie assignments to specific skills within pre-defined skill sets. This option is only available for districts that have set up skill sets and associated those skill sets with courses. Assignments can be tied to any number of individual skills. The Grade Book Editor will allow filtering based on skills or skill sets, and other grading screens may include skill and skill set averages, depending on district grading settings.



Edit Assignments

1. Navigate to the Grades tab for the appropriate class to view the grade book editor.
2. Click once on the assignment title you wish to modify and click the Edit Assignment button.



Note: For information on editing multiple assignments at once, refer to the Batch Add/Edit Assignments section.

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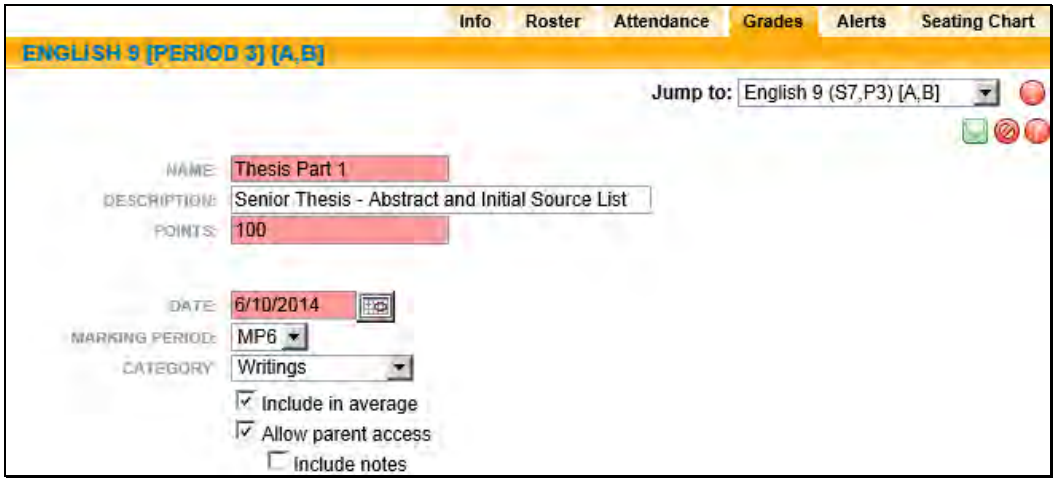
3. The assignment details will appear in editable fields.



4. Make changes to the Name, Points, Date, Marking Period, and/or Category, and/or any of the check box options for this assignment if desired.
5. Apply these changes or add this assignment to other grade books if desired by clicking once in the check box(es) in the Duplicate tab (see the Add Assignments to Multiple Grade Books or Edit Assignments in Multiple Grade Books sections for more information).
6. Click the Update assignment and return to the grade book button in the upper right corner of the Grades tab. The screen will refresh displaying the modified assignment.
7. When you have finished editing assignments, click once on the Save grade book changes button to save your work.

Edit Assignments in Multiple Grade Books

1. To modify an assignment, click on the assignment title and click on the Edit Assignment button. The screen will refresh with detail fields for that assignment, as well as the Duplicate tab, along the bottom of the assignment area. The Duplicate tab shows all available grade books.

Note: If you do not see the Duplicate tab, it means you do not have any grade books to copy these changes to.

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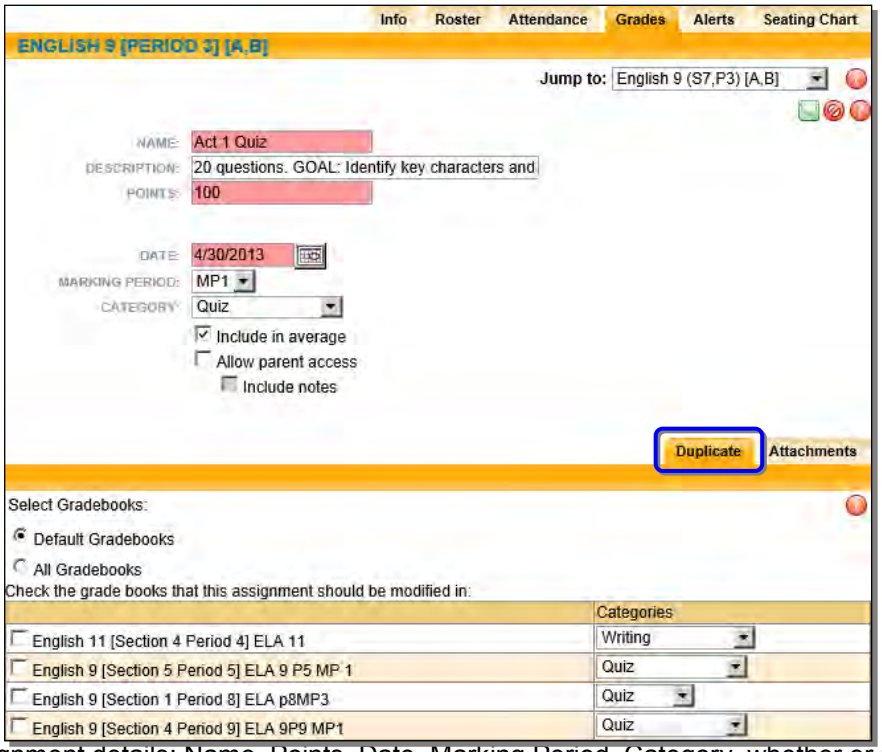
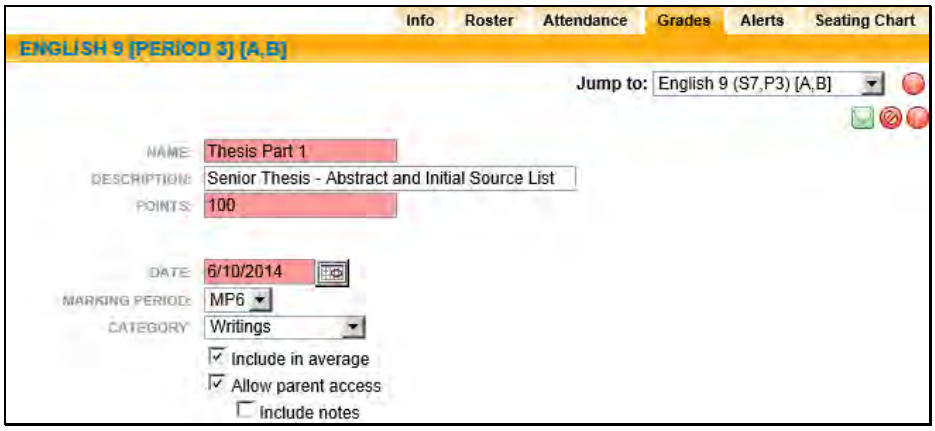


2. Enter the assignment details: Name, Points, Date, Marking Period, Category, whether or not this will be included in averages, and whether to allow parent access. Pink fields are required.



3. Use the Duplicate tab to apply these changes to one (or more) of your existing grade books for other sections/courses. Click once in the check box to the left of the name of each grade book that should also have this assignment changed.

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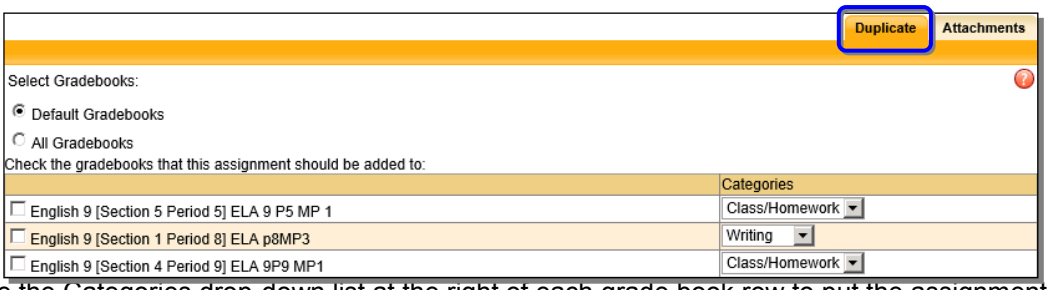
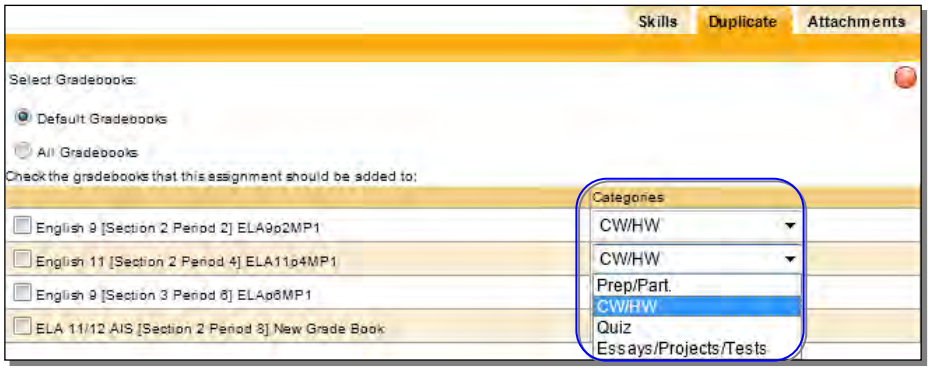


A. Use the Categories drop-down list at the right of each grade book row to put the assignment in the correct category. (Remember, grade books can each have their own categories, so you will need to choose the appropriate category for each grade book.)



4. Select the Update assignment and return to grade book button (upper right corner of the screen) to save the changes to this assignment.

5. If you have selected additional grade books using the Duplicate tab, schooltool will attempt to copy those changes to the selected grade books one at a time. If a matching assignment exists in any selected grade book, the assignment changes will be applied to those grade books.

   If no errors are encountered and the update completes successfully, the changes will be applied and the user will be returned to the grade book editor.

   If an error occurs, the user will see a warning message on the screen, indicating which grade book was not updated. Other selected grade books will be updated appropriately unless indicated otherwise. You will receive a separate message for each grade book affected.

   An error may be due to any of the following possible situations:

   A. Grading Scale not found: This will occur if you change the grading scale for an assignment and attempt to copy that change to a grade book where that grading scale does not exist.

   > Warning: Did not copy to *ENGLISH 10 [Section 14 Period 8] gb2* because the grading scale cannot be found in that grade book.

   B. Another assignment exists with the same name: If an assignment exists in another grade book with the same name but different details, you will be unable to copy the assignment changes. This applies to situations where identical assignments were added to the grade books but then were manually edited individually, because those edits will change the details of that individual assignment and it will no longer be recognized as the “same” assignment as in other grade books.

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Warning: Did not copy to *ENGLISH 10 [Section 14 Period 8] gb2* because another assignment with the same name already exists in that grade book.

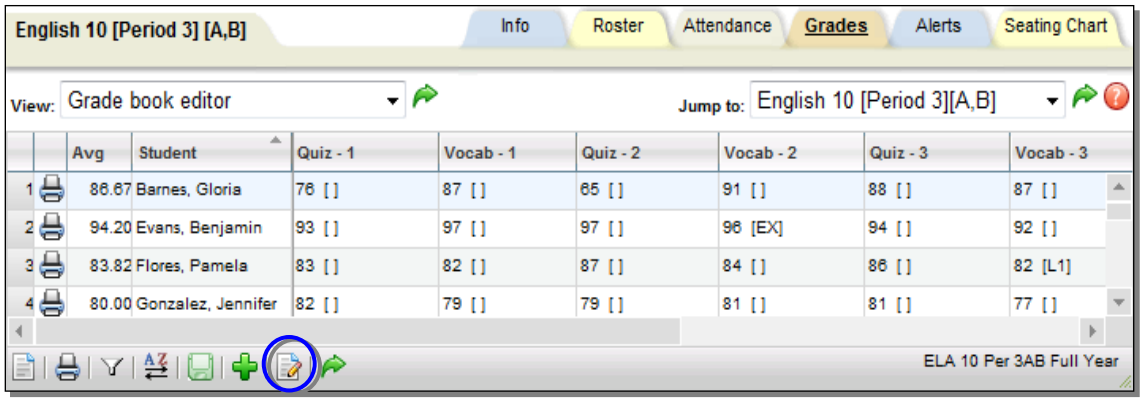
C. No assignments with that name: If the assignment to be modified does not exist in another grade book, it cannot be modified. To correct this, add a matching assignment to the desired grade book.

Warning: Did not copy to *ENGLISH 9 [Section 4 Period 3] new* because an assignment of that name does not exist in that grade book.

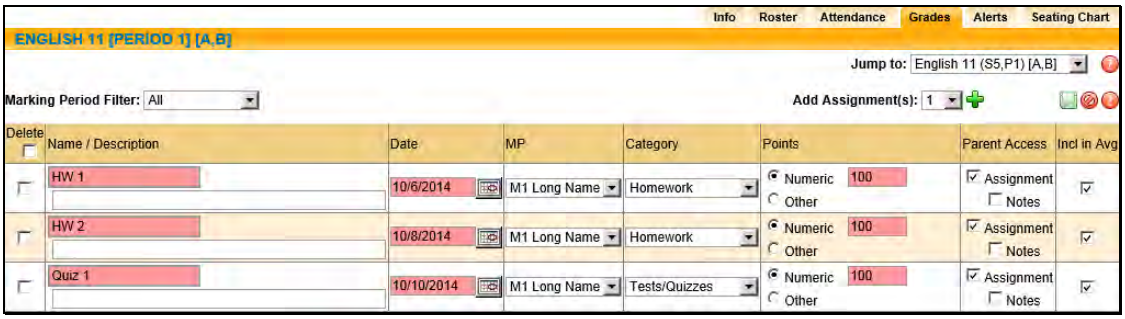
6. To verify that the new assignment has been modified in the other selected grade books, you can review each grade book.

Batch Add/Edit Assignments

To make batch assignment changes, click the Batch Edit Assignments button, located at the bottom of the screen in the Grade Book Editor Toolbar.



The screen will refresh to display a list, presented in edit mode, that contains all assignments that currently exist in that grade book. The list can be sorted by any column, and may be filtered by marking period using the Marking Period Filter drop-down in the upper left corner. By default, the list includes assignments from all marking periods.



Note: Once a user saves changes from this screen, all modifications are applied to the grade book editor as a single operation, including changing existing assignments, deleting existing assignments, and adding new assignments. If multiple grade books are selected, these changes will be applied across all selected grade books at once.

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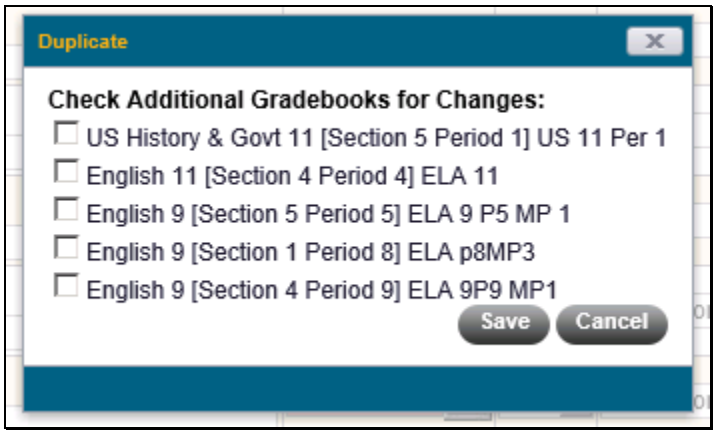
To modify existing assignments, simply locate the assignment(s) to be changed, edit all appropriate fields, and click the Save button to apply changes.

Note: All required fields must contain valid information. An error message will appear for any invalid field entries to indicate the specific assignment(s) that contain invalid data.

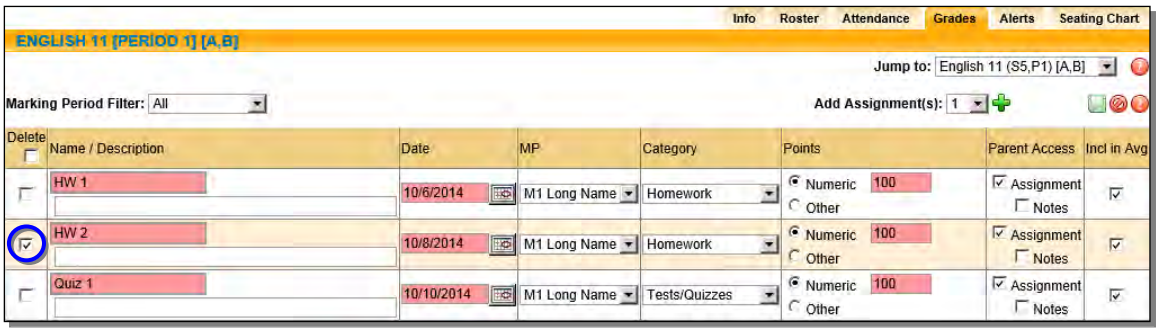
A pop-up will appear with a list of the default (active) grade books for each course section.



To apply the new assignments and/or modifications to other grade books, simply select the desired grade books and click Save.

Note: When adding assignments to multiple grade books, keep in mind that the destination grade book must have matching categories in order to copy the assignment. In addition, when modifying or deleting existing assignments, the assignment names and dates must be the same in both grade books in order for changes to be applied.

To delete one or more assignments, check the box to the left of each assignment to be removed (or use the check box in the header to select all assignments) and click the Save button to permanently delete all selected assignments.



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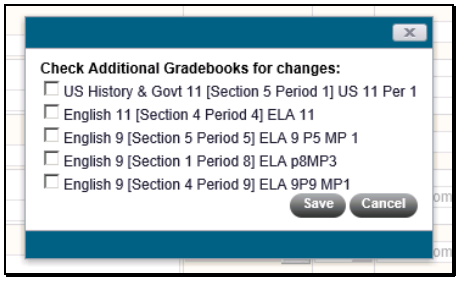
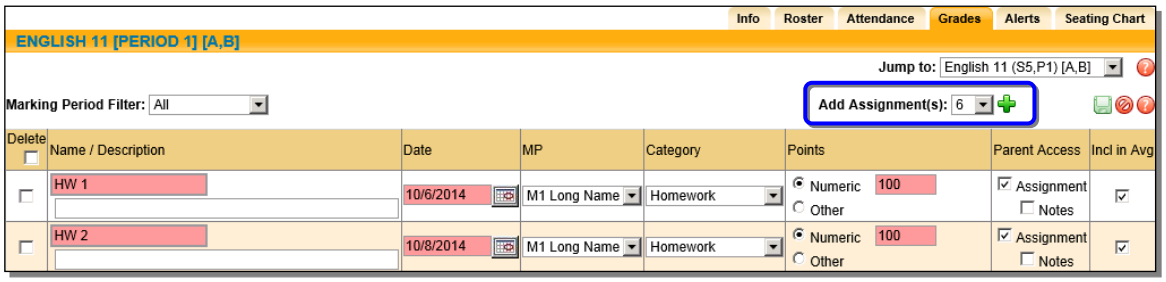
In the pop-up that appears, select the appropriate grade books from which you wish to delete this assignment, and click Save.



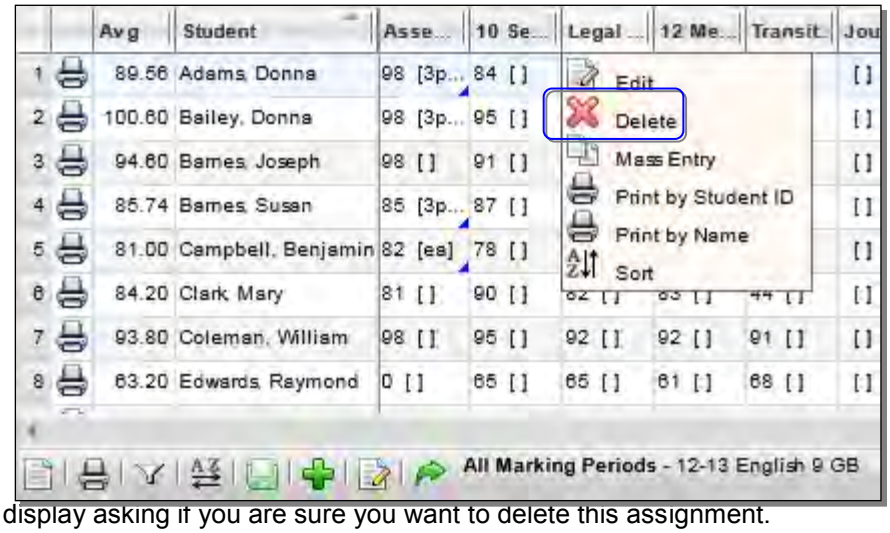
A warning message will appear asking the user to confirm this operation; click OK to proceed or click Cancel to return to the Batch Edit Assignments screen without deleting.

To add one or more new assignments to the grade book in batch mode, select the appropriate number from the drop-down in the upper right button and click the Add button. The new assignments will be added as blank rows at the top of the assignment list. Enter all information as needed and click Save to add the assignments. Select any grade books to add the assignments to and click Save to return to the grade book editor.



Delete Assignments

1. Navigate to the Grades tab for the appropriate class to view the grade book editor.
2. Click once on the assignment title and click the Delete Assignment button.



3. A prompt will display asking if you are sure you want to delete this assignment.

4. Click OK to complete the delete action. The assignment will be removed from the editor view.

Warning: There is no way to recover an assignment and any grades associated with it after you have confirmed the delete transaction.

5. Repeat the steps for any other assignments to be deleted.
6. When you have finished deleting assignments, click once on the Save grade book changes button to save your work.

Transferring Assignment Grades for Students who Switch Sections

When a student is switched between two sections of the same course, both with the same teacher, the teacher will be presented with a new icon next to the student's name that will allow transfer of assignment grades from the student's previous grade book.

To transfer these assignment grades:

1. Navigate to the Grade Book Editor of a course section that a student was recently switched into
2. Locate and click on the "Move grades…" button

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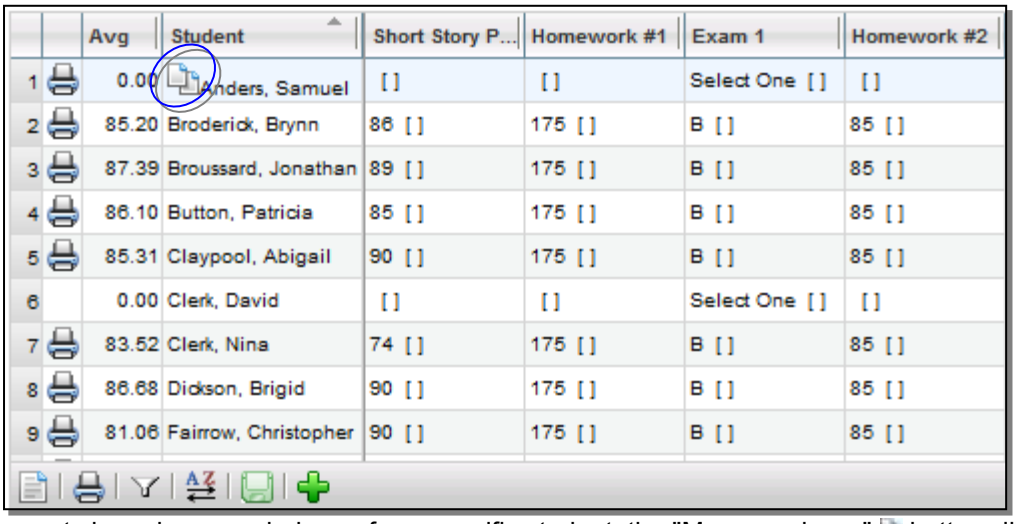
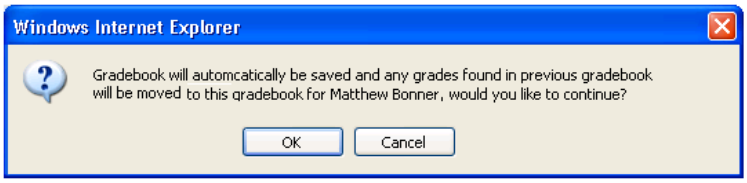


	Avg	Student	Short Story P...	Homework #1	Exam 1	Homework #2
1	0.00	Anders, Samuel	[ ]	[ ]	Select One [ ]	[ ]
2	85.20	Broderick, Brynn	86 [ ]	175 [ ]	B [ ]	85 [ ]
3	87.39	Broussard, Jonathan	89 [ ]	175 [ ]	B [ ]	85 [ ]
4	86.10	Button, Patricia	85 [ ]	175 [ ]	B [ ]	85 [ ]
5	85.31	Claypool, Abigail	90 [ ]	175 [ ]	B [ ]	85 [ ]
6	0.00	Clerk, David	[ ]	[ ]	Select One [ ]	[ ]
7	83.52	Clerk, Nina	74 [ ]	175 [ ]	B [ ]	85 [ ]
8	86.68	Dickson, Brigid	90 [ ]	175 [ ]	B [ ]	85 [ ]
9	81.06	Fairrow, Christopher	90 [ ]	175 [ ]	B [ ]	85 [ ]

Note: Once assignments have been copied over for a specific student, the "Move grades…" buttonwill no longer appear for that student. If there are no grades to copy over for a specific student, the "Move grades…" button will not appear.

3. Read the warning message, and click OK to continue. All assignment grades will be copied from the student's previous grade book into the current one.



Note: Assignment grades will not be copied over if the assignment name, date, or attributes are different in the two grade books. If there are existing grades in the current grade book, they will not be overwritten by imported grades. These existing grades will be skipped, and blank assignment grades will be imported.

Grade Book Editor Reports

There are four (4) reports available to you while you are working in the grade book editor:

- Grade Book Report (per student)
- Grade Book Report (per class)
- Plan Book Report
- Assignment Report

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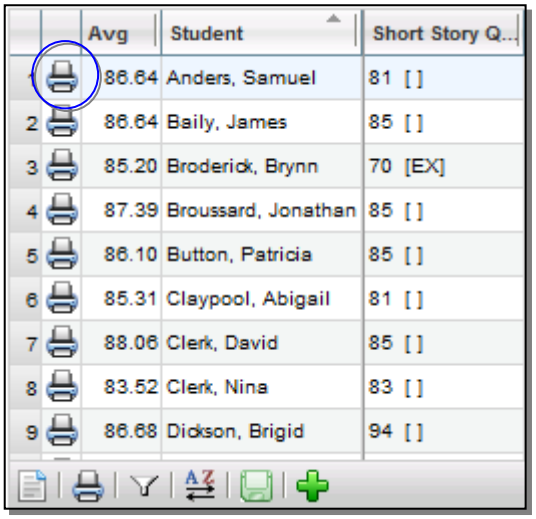
Grade Book Report (per Class or per Student)

The Grade book report is a view of an individualized student's performance in this course. When printed from within the Grade Book Editor View, it includes an overall class average, the number of days tardy, the student's average per category, any attributes, weighting and all assignment scores. When running this report per class, it will generate a report that includes all students in the course. When running for an individual student, the same information displays but is limited to the selected student.

Note: The Grade book report is also available under the Grade Book Reports View. By printing this report under the Grade Book Reports View, you have additional options available from a pre-screen to control the information displayed on the report.

To print the Grade Book Report for a specific student, click the Print icon in that student's row in the editor grid. The Grade Book Report for that student will automatically generate in a new window.



	Avg	Student	Short Story Q...
1	86.64	Anders, Samuel	81 [ ]
2	86.64	Baily, James	85 [ ]
3	85.20	Broderick, Brynn	70 [EX]
4	87.39	Broussard, Jonathan	85 [ ]
5	86.10	Button, Patricia	85 [ ]
6	85.31	Claypool, Abigail	81 [ ]
7	88.06	Clerk, David	85 [ ]
8	83.52	Clerk, Nina	83 [ ]
9	86.68	Dickson, Brigid	94 [ ]

To print the Grade Book Report for the whole class, click the Print menu button on the grade book toolbar. Select "Grade Book" from the menu to print the Grade Book Report for the entire class. The report will generate automatically in a new window.

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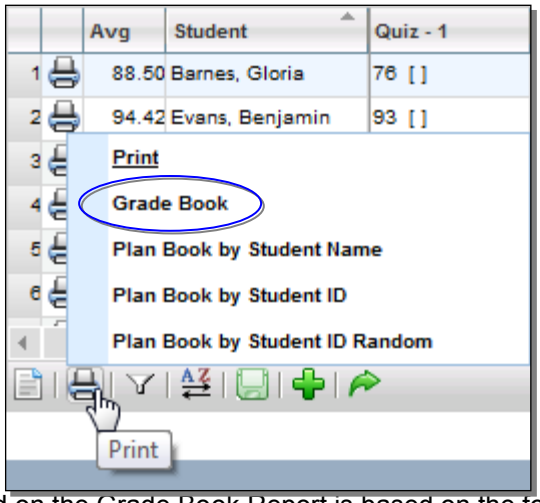
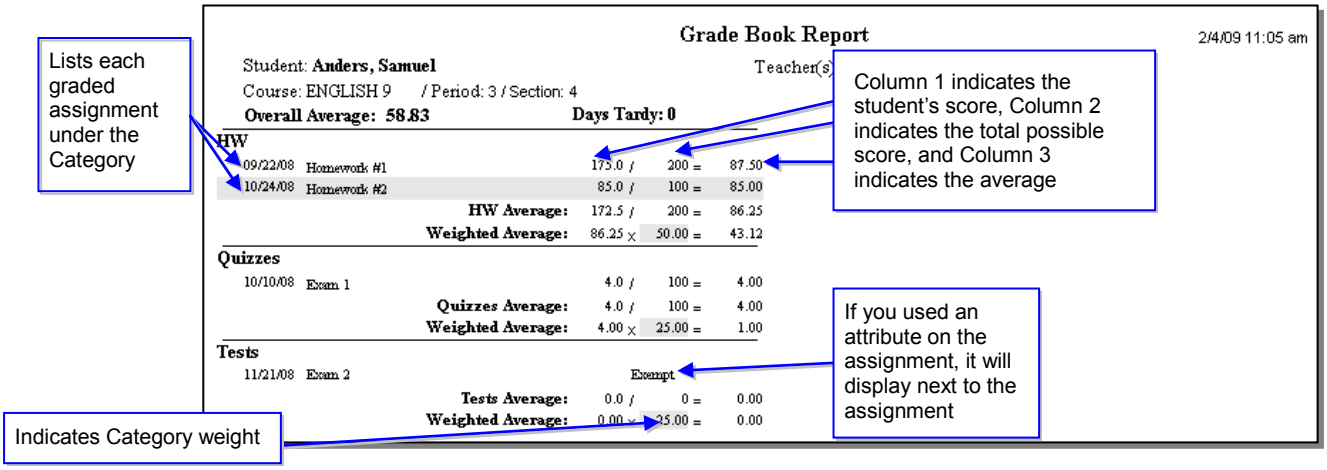


Assignment information is displayed on the Grade Book Report is based on the following logic:

1. If an Exempt attribute is checked for an assignment, the report will show “Exempt” for that assignment (rather than showing a 0 / 0, as was previously displayed).
2. If a No Credit attribute is checked for an assignment, the report will show 0 / 100 with a grade of 0 (this reflects current functionality; no change was made here).
3. If a Flag attribute is checked for an assignment, the course will show the score / 100, with the appropriate grade indicated (this reflects current functionality; no change was made here).
4. If an assignment has no score recorded, the report will show nothing (rather than showing a 0 / 0, as was previously displayed).
5. If an assignment’s recorded score is 0, the report will show 0 / 100, with a grade of 0 (this reflects current functionality; no change was made here).
6. Only those items with numeric grades will be used to calculate the student’s averages.



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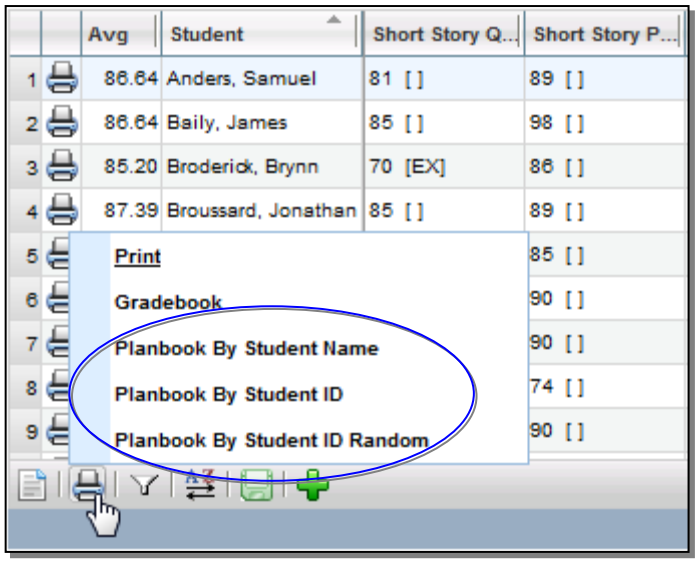
Plan Book Report

The Plan Book report is a grid-like report allowing you to see all students compared to each other, their overall course averages, their averages per category and per assignment.

To print the Plan Book Report for the whole class, click the Print menu button on the grade book toolbar. Select the appropriate "Planbook…" option to print the Plan Book Report for the entire class. The following print options are available for this report:

- Planbook By Student Name (the report will display student names, and students will be sorted alphabetically in ascending order by Student Name (Last Name, First Name)
- Planbook by Student ID (the report will display Student ID numbers instead of names, and students will be sorted in ascending order by Student ID)
- Planbook By Student ID Random (the report will display student ID numbers instead of names. The students will be displayed in random order, regardless of name or ID number)



The report will generate automatically in a new window.

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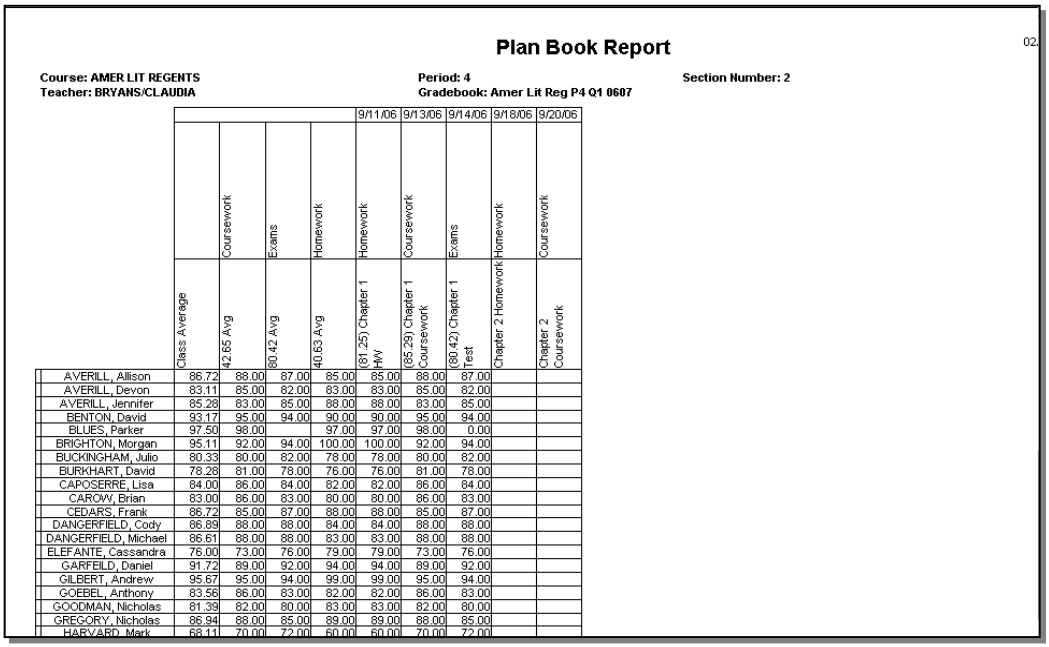


Plan Book Report

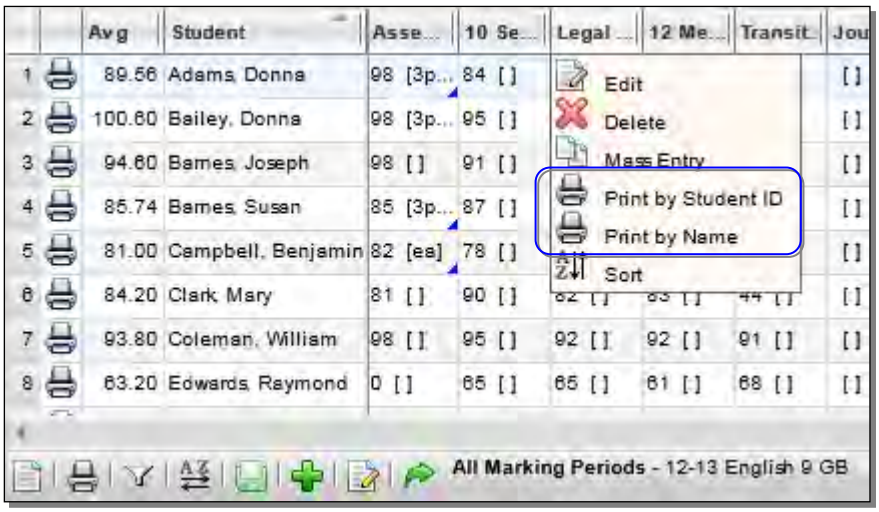
Course: AMER LIT REGENTS **Period: 4** **Section Number: 2**
Teacher: BRYANS/CLAUDIA **Gradebook: Amer Lit Reg P4 Q1 0607**

					9/11/06	9/13/06	9/14/06	9/18/06	9/20/06
		Coursework	Exams	Homework	Homework	Coursework	Exams	Homework	Coursework
	Class Average	42.65 Avg	80.42 Avg	40.63 Avg	(81.25) Chapter 1 HW	(85.29) Chapter 1 Coursework	(80.42) Chapter 1 Test	Chapter 2 Homework	Chapter 2 Coursework
AVERILL, Allison	86.72	88.00	87.00	85.00	85.00	88.00	87.00		
AVERILL, Devon	83.11	85.00	82.00	83.00	83.00	85.00	82.00		
AVERILL, Jennifer	85.28	83.00	85.00	88.00	88.00	83.00	85.00		
BENTON, David	93.17	95.00	94.00	90.00	90.00	95.00	94.00		
BLUES, Parker	97.50	98.00		97.00	97.00	98.00	0.00		
BRIGHTON, Morgan	95.11	92.00	94.00	100.00	100.00	92.00	94.00		
BUCKINGHAM, Julio	80.33	80.00	82.00	78.00	78.00	80.00	82.00		
BURKHART, David	78.28	81.00	78.00	76.00	76.00	81.00	78.00		
CAPOSERRE, Lisa	84.00	86.00	84.00	82.00	82.00	86.00	84.00		
CAROW, Brian	83.00	86.00	83.00	80.00	80.00	86.00	83.00		
CEDARS, Frank	86.72	85.00	87.00	88.00	88.00	85.00	87.00		
DANGERFIELD, Cody	86.89	88.00	88.00	84.00	84.00	88.00	88.00		
DANGERFIELD, Michael	86.61	88.00	88.00	83.00	83.00	88.00	88.00		
ELEFANTE, Cassandra	76.00	73.00	76.00	79.00	79.00	73.00	76.00		
GARFEILD, Daniel	91.72	89.00	92.00	94.00	94.00	89.00	92.00		
GILBERT, Andrew	95.67	95.00	94.00	99.00	99.00	95.00	94.00		
GOEBEL, Anthony	83.56	86.00	83.00	82.00	82.00	86.00	83.00		
GOODMAN, Nicholas	81.39	82.00	80.00	83.00	83.00	82.00	80.00		
GREGORY, Nicholas	86.94	88.00	85.00	89.00	89.00	88.00	85.00		
HARVARD, Mark	68.11	70.00	72.00	60.00	60.00	70.00	72.00		

Assignment Reports

This report is a way for teachers to print and post scores for a simple assignment for all students without names. It displays a list of Earned Points (the number of points a student received) and Scores (the actual grade a student received) for each assignment.

To print an Assignment Report, click on the assignment title and click the appropriate Print button from the Assignment menu (Print by Student ID displays student ID numbers without names, while Print by Name includes both student ID and student name).



The report will generate automatically in a new window.

Grade Book Report

02/13/2007

Course: AMER LIT REGENTS
Teacher(s): BRYANS/CLAUDIA
Period: 4
SectionNumber: 2
Assignment: Chapter 1 HW

Student	Assignment Date	Earned Points	Possible Points	Score
25833	09/11/2006	78.00	100	78.00
6622	09/11/2006	85.00	100	85.00
5550	09/11/2006	88.00	100	88.00
5502	09/11/2006	83.00	100	83.00
5147	09/11/2006	79.00	100	79.00
5134	09/11/2006	83.00	100	83.00
4711	09/11/2006	89.00	100	89.00
4704	09/11/2006	89.00	100	89.00
4629	09/11/2006	0.00	100	0.00
4577	09/11/2006	97.00	100	97.00
4496	09/11/2006	84.00	100	84.00
4453	09/11/2006	83.00	100	83.00
4381	09/11/2006	94.00	100	94.00
4313	09/11/2006	79.00	100	79.00
4297	09/11/2006	99.00	100	99.00
4261	09/11/2006	82.00	100	82.00
4179	09/11/2006	82.00	100	82.00

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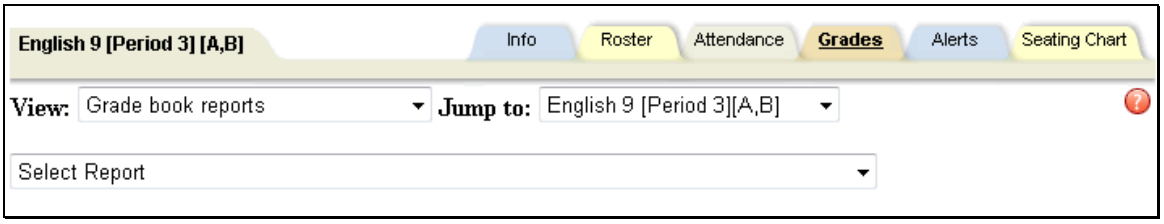
Grade Book Reports

In addition to the reports available while working in the Grade Book Editor, there are five (5) reports available from the "Grade Book Reports" view.

- 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

Reports in the "Grade Book Reports" View

The Grade Book Reports view opens a menu of additional report options. Select the report you wish to view from the drop-down. The screen will refresh to provide the corresponding pre-screen for that report. P-screen options will include date (or date range) and marking period but may also include additional options as appropriate for the selected report.



Assignment Report

This report is a list of all assignments in this grade book, the date associated with each and the max points or grading scale.

To run the report, select a Marking Period or Date Range to determine which assignments should be included. If the course uses descriptor based grading, a checkbox option will be available to allow users to choose whether or not to show descriptors for each assignment on the report.

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Grade Book Assignments

Grade Book: Amer Lit Reg P4 Q1 0607
Section: 2
Class: AMER LIT REGENTS

Teacher: BRYANS/CLAUDIA
Year: 2006-2007
Building: High School

Assignment	Date	Max Points or Grading Scale
Chapter 1 Coursework	09/13/2006	100.00
Chapter 1 HW	09/11/2006	100.00
Chapter 1 Test	09/14/2006	100.00
Chapter 2 Coursework	09/20/2006	100.00
Chapter 2 Homework	09/18/2006	100.00

Grade Book / Plan Book Report

The Grade Book and Plan Book reports are similar to the Grade Book and Plan Book reports available from the Grade Book Editor View. However, when accessing either of these reports from the Grade Book Reports view, users will see a pre-screen where they have access to a number of additional options to control the way information is displayed on this report.

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

Grade Book Report

The Grade Book Report includes several options that control the information displayed on the report, and can be run for an entire section or for a sub-set of students. Select the appropriate options and choose the students to include in the report, then click Run Report to generate it.

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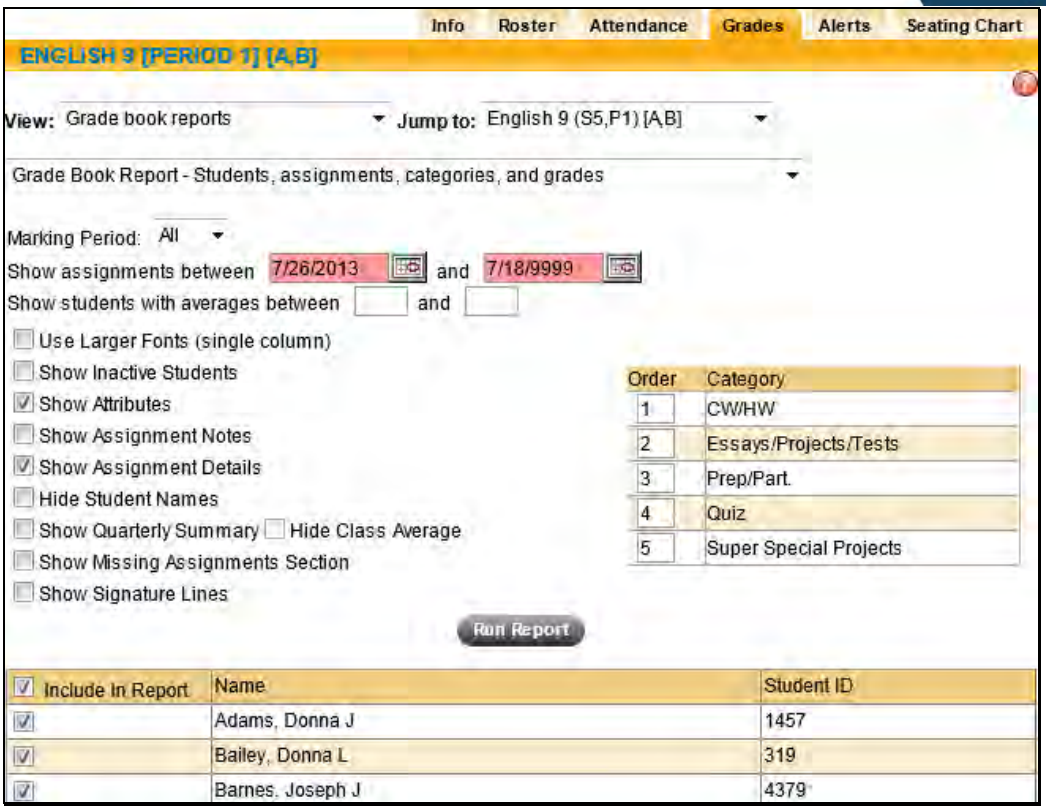

Available options include the following:

- Marking Period: To run the report for a single marking period, select that value from the drop-down list. The report will list only those assignments tied to the selected marking period, and the student's overall average on the report will reflect only the selected marking period assignments. By default this option is set to All.
- Assignment date range ("Show assignments between…"): Users can select a date range to filter assignments. These date fields are required, and will be pre-populated by default to include all assignments in that grade book.
- Student grade range ("Show students with averages between…"): Users can select a grade range to filter students by current average. These numeric fields are not required and are not pre-populated.
- Show Attributes: If checked, any assignment Attribute codes are displayed on the report. This option is checked by default.
- Show Assignment Details: If checked, the report will display details about each assignment. When unchecked, only a summary of each category is displayed. This option is checked by default.
- Hide Student Names: When checked, student names will not be displayed on the report (only student IDs will be shown). This option is unchecked by default.
- Use Larger Fonts (single column): When checked, the report will be generated in a single-column format with larger fonts, rather than the smaller, two-column format. This option is unchecked by default.
- Show Quarterly Summary: When checked, this will display a summary section at bottom of each student's information, showing the student's quarterly average, the student's overall course average, and the average of the class as a whole. This option is unchecked by default.

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- Hide Class Average (checkbox): Users can choose whether or not to show the class average in the Quarterly Summary section. This checkbox is unchecked by default, and is only available if the "Show Quarterly Summary" option is checked.

- Show Missing Assignments: When checked, this will display a message at the bottom of each student's information, indicating the number of missing assignments (missing assignments are any assignments that is blank (no score received, and no attributes checked). This option is unchecked by default.
- Show Signature Lines: When checked, this will include a line at the bottom of each student's information for parent and student signatures. This option is unchecked by default.

Student: _____ Date: _____ Parent: _____ Date: _____

In addition, users may choose the order in which categories are displayed on the report. This may be accomplished by changing the numeric order values for each category (a category ranked "1" will display first, a category ranked "2" will display second, and so on). If a category has no number entered, that category will not show on the report. By default, categories are displayed alphabetically and are automatically ordered accordingly.

Grade Book Report 12/19/13 11:20 am

Assignment Dates from 7/26/2013 to 7/18/9999

Student: Adams, Donna (1457) Marking Period: All

Course: English 9 / Period: 1 / Section: 5 Teacher(s): Johnson

Overall Average: 107.80 **Days Tardy: 0**

CW/HW

07/26/13	Assembly Reflection [3p, lt]	107.8 /	100 =	107.80
07/26/13	10 Sentences			
07/26/13	Legal Vocab. HW			
07/26/13	Transition HW			
07/26/13	Journal 2			
07/26/13	Journal 1			
10/18/13	1.3 Journal			
10/18/13	1.2.2 Journal			
10/18/13	1.2 Journal			
10/18/13	1.1 Journal			
07/18/99	New Assignment			
	CW/HW Average:	107.8 /	100 =	107.80
	Weighted Average:	107.80 x	20.00 =	21.56

Essays/Projects/Tests

08/28/13	RJ Presentation1			
	Essays/Projects/Tests Average:	0.0 /	0 =	0.00
	Weighted Average:	0.00 x	40.00 =	0.00

Plan Book Report

The Plan Book Report includes several options that control the information displayed on the report, and can be run for an entire section or for a sub-set of students. Select the appropriate options and choose the students to include in the report, then click Run Report to generate it.

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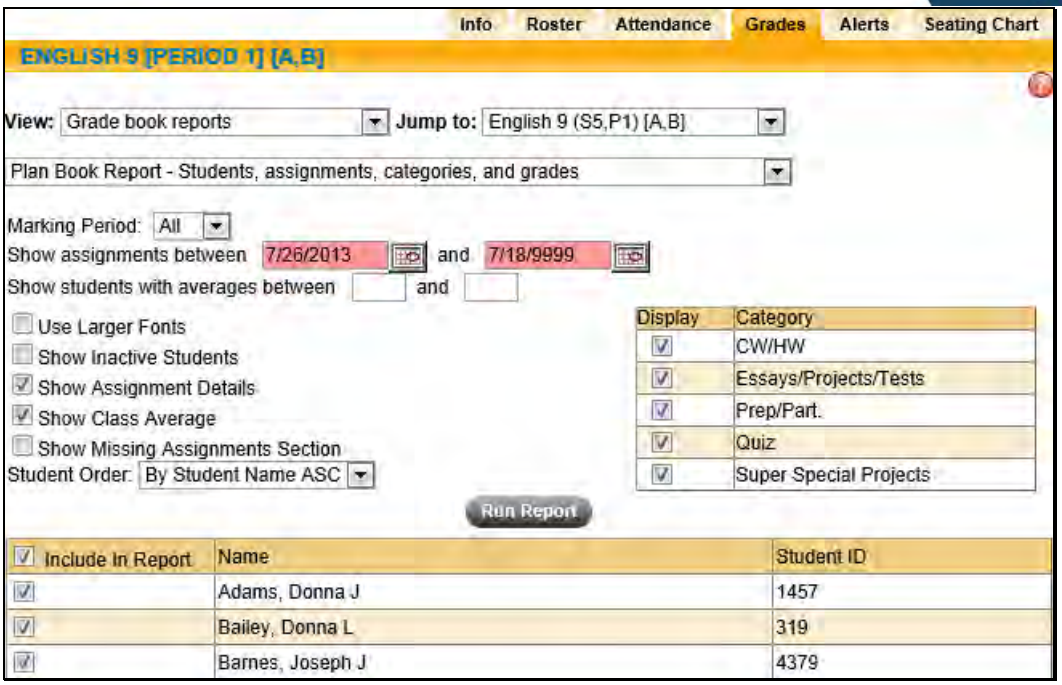

Options available on the Plan Book Report pre-screen include the following:

- Marking Period: To run the report for a single marking period, select that value from the drop-down list. The report will list only those assignments tied to the selected marking period, and the student's overall average on the report will reflect only the selected marking period assignments. By default this option is set to All.
- Assignment date range ("Show assignments between…"): Users can select a date range to filter assignments. These date fields are required, and will be pre-populated by default to include all assignments in that grade book
- Student grade range ("Show students with averages between…"): Users can select a grade range to filter students by current average. These numeric fields are not required and are not pre-populated.
- Use Larger Fonts: when checked, the report will be generated with larger fonts, rather than the smaller format. This option is unchecked by default.
- Show Inactive Students: when checked, the report will include all inactive students. This option is unchecked by default.
- Show Assignment Details: when checked, the report will display details for all assignments included in the report. This option is checked by default.
- Show Class Average: when checked, the left-most column for overall class average will be hidden. This option is unchecked by default.
- Show Missing Assignments Section: when checked, this will display a message at the bottom of each student's information, indicating the number of missing assignments (missing assignments are any assignments that is blank (no score received, and no attributes checked). This option is unchecked by default.
- Student Order: this drop-down determines how students are sorted and displayed on the report. Options include:
    - "By Student Name ASC: The report will display student names, and will sort based on Student Name (Last Name, First Name) in ascending order.

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- By Student ID ASC: The report will display student ID numbers instead of names. The report will be sorted based on student ID in ascending order.
- By Student ID Random: The report will display student ID numbers instead of names. The students will be displayed in random order, regardless of name or ID number.

- Users may use the Categories list to select which categories are displayed on the report. By default, all categories are checked and will therefore show on the report.

Plan Book Report

Course: ENGLISH 9 **Period:** 3 **Section Number:** 4
Teacher: Fairbanks **Gradebook:** New 2

					9/22/08	10/10/08	10/24/08	11/21/08
	Class Average	HW	Quizzes	Tests	HW	Quizzes	HW	Tests
	Avg: 83.07	Class Avg: 86.67	Class Avg: 80	Class Avg: 79.6	Homework #1 Points: 200 Class Avg: 87.5	Exam 1 Class Avg: 80	Homework #2 Points: 100 Class Avg: 85	Exam 2 Points: 100 Class Avg: 79.6
Anders, Samuel	84.17	86.25	80.00		175.00	B	85.00	Ex
Baily, James	82.62	86.25	80.00	78.00	175.00	B	85.00	78.00
Broderick, Brynn	84.17	86.25	80.00		175.00	B	85.00	Ex
Broussard, Jonathan	86.88	86.25	80.00	95.00	175.00	B	85.00	95.00
Button, Patricia	84.12	86.25	80.00	84.00	175.00	B	85.00	84.00
Claypool, Abigail	83.38	86.25	80.00	81.00	175.00	B	85.00	81.00
Clerk, David	84.88	86.25	80.00	87.00	175.00	B	85.00	87.00
Clerk, Nina	85.88	86.25	80.00	91.00	175.00	B	85.00	91.00
Dickson, Brigid	79.12	86.25	80.00	64.00	175.00	B	85.00	64.00

Notes:

- For each assignment, the assignment name is displayed on the first line, while the number of possible points and the Class Average for that individual assignment are displayed on the next line(s) for each individual assignment.
- When calculating averages, assignments with no score entered (blank or marked as Exempt) are not included in the average. A score of zero (0) will be included in the average.
- If an assignment is marked as Exempt, this will be indicated on the Plan Book Report as “Ex.”

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Grade Distribution Report

This report breaks down the student grades and the percentages of students who got each grade, per assignment along with the assignment average, max number of points, and student names. It is a multiple page report and helps teachers see the ranges of points and how many students fall into each range.

Grade Book Grade Distribution

Grade Book: Amer Lit Reg P4 Q1 0607
Section: 2
Class: AMER LIT REGENTS

Teacher: BRYANS/CLAUDIA
Year: 2006-2007
Building: High School

Category: Coursework

Assignment	Date	Max Points or Grading Scale	Average
Chapter 1 Coursework	09/13/2006	100.00	79

Student	Score	Distribution
BLUES, Parker	98	1 / 24
BENTON, David GILBERT, Andrew	95	2 / 24
BRIGHTON, Morgan	92	1 / 24
GARFEILD, Daniel	89	1 / 24
AVERILL, Allison DANGERFIELD, Cody DANGERFIELD, Michael GREGORY, Nicholas	88	4 / 24

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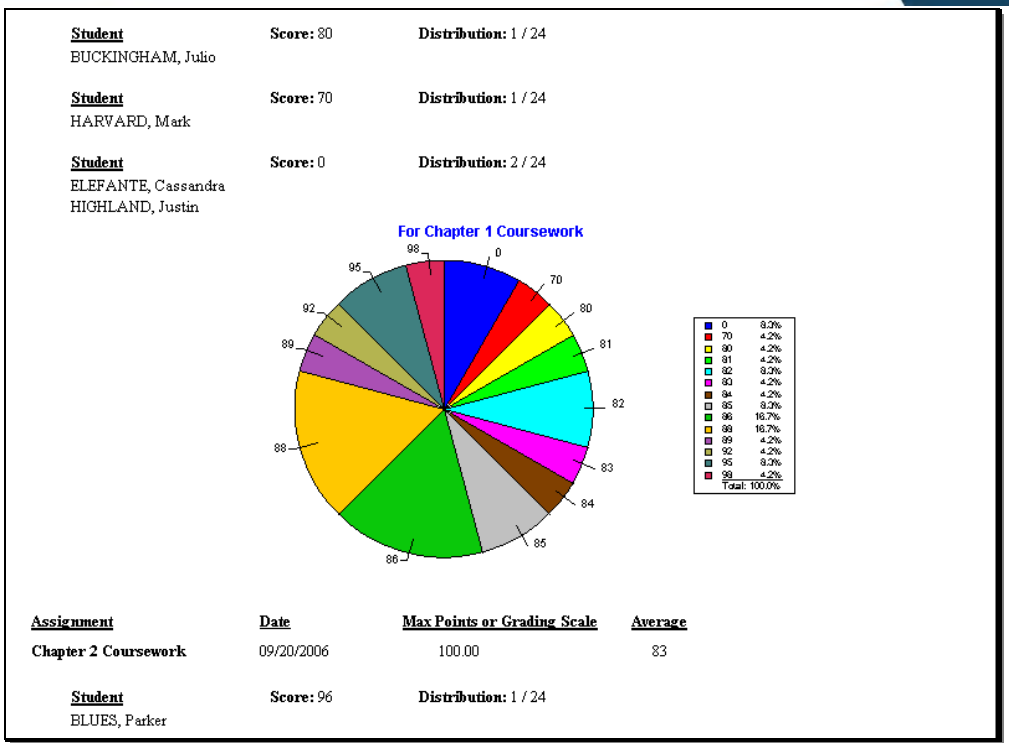

Student BUCKINGHAM, Julio — **Score:** 80 — **Distribution:** 1 / 24

Student HARVARD, Mark — **Score:** 70 — **Distribution:** 1 / 24

Student ELEFANTE, Cassandra, HIGHLAND, Justin — **Score:** 0 — **Distribution:** 2 / 24

For Chapter 1 Coursework

Assignment	Date	Max Points or Grading Scale	Average
Chapter 2 Coursework	09/20/2006	100.00	83

Student BLUES, Parker — **Score:** 96 — **Distribution:** 1 / 24

Missing Assignment Report

This report lists all students who are missing one or more assignment grades, along with the specific name and date of what is missing. Assignments that were marked with an attribute with a type of “exempt” or “no credit” will not display on this report.

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Missing Assignment Report

02/13/2007

Teacher(s): BRYANS/CLAUDIA
Course: AMER LIT REGENTS
Section Number: 2 **Period**: 4
Gradebook: Amer Lit Reg P4 Q1 0607

AVERILL, Allison (6622)
Chapter 2 Coursework On 09/20/2006
Chapter 2 Homework On 09/18/2006

AVERILL, Devon (5502)
Chapter 2 Coursework On 09/20/2006
Chapter 2 Homework On 09/18/2006

AVERILL, Jennifer (3970)
Chapter 2 Coursework On 09/20/2006
Chapter 2 Homework On 09/18/2006

BENTON, David (3602)
Chapter 2 Coursework On 09/20/2006
Chapter 2 Homework On 09/18/2006

BLUES, Parker (4577)
Chapter 1 Test On 09/14/2006
Chapter 2 Coursework On 09/20/2006
Chapter 2 Homework On 09/18/2006

BRIGHTON, Morgan (3941)
Chapter 2 Coursework On 09/20/2006
Chapter 2 Homework On 09/18/2006

Grade Calculation Report

This report displays a breakdown by category and subject on an individual student basis. Grades are displayed for each assignment, as is a category average. This report is typically used only by elementary teachers.

02/17/2009 9:57:45 AM
Teacher(s): Brawn/Lewis
Course: General Education 4
Section Number: 2
Gradebook: New to test report

Grade Calculation Report

Beach, Emma (66606)

Spelling

Spelling	**93.85**
Unit 7 Homework	67
Unit 7 Test	
Unit 8 Homework	55
Unit 9 Homework	
assignment 3	

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Submit Marking Period Grades

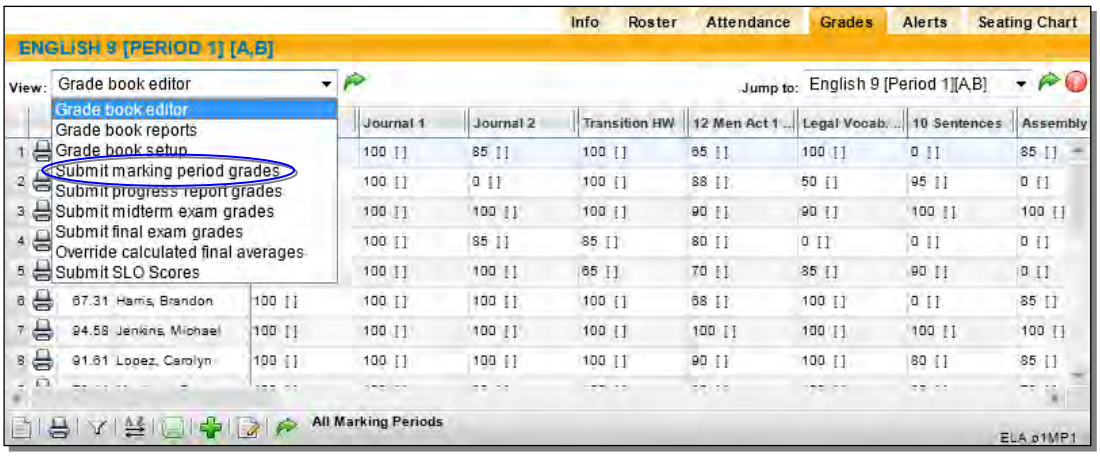
Marking Period grades are the grades that appear on student report cards at the end of each marking period (quarter, trimester, etc). This process is the same for each marking period, including the final marking period.

Note: This procedure is typically performed by secondary teachers only.

If the grade book has been used, grades can be copied from all assignment grades to a final marking period grade. If the grade book has not been used, grades can be entered manually.

Grades can only be entered during open grading periods. These are controlled by district personnel. Once grading periods have been locked, only a guidance counselor can change marking period grades.

1. From the My Home view, select a course from your course list and access the Grades tab. Assuming your grade book has been set up, it will display, along with a list of students and any assignments in the Grade book editor View.
2. From the View drop-down list, select Submit marking period grades.



Note: If the marking period is unlocked/open, the view will refresh with a list of students and entry fields for their marking period grades. If the marking period is locked (not open yet or was open and is now closed) the view will refresh with a list of students in read-only mode. If grades had been entered for the marking period before it was locked, they will appear in read-only mode as well. If the marking period is locked, you will not see entry fields.

3. Select the marking period for which you are entering grade information from the drop-down list. The default will be the current marking period. Use the “Show Inactive Students” checkbox to submit grades for students who are no longer in that course but were at some point during the selected marking period (students who dropped, withdrew, or switched from the course during that marking period).
4. Assuming the marking period selected is unlocked, enter the grade information for each student:

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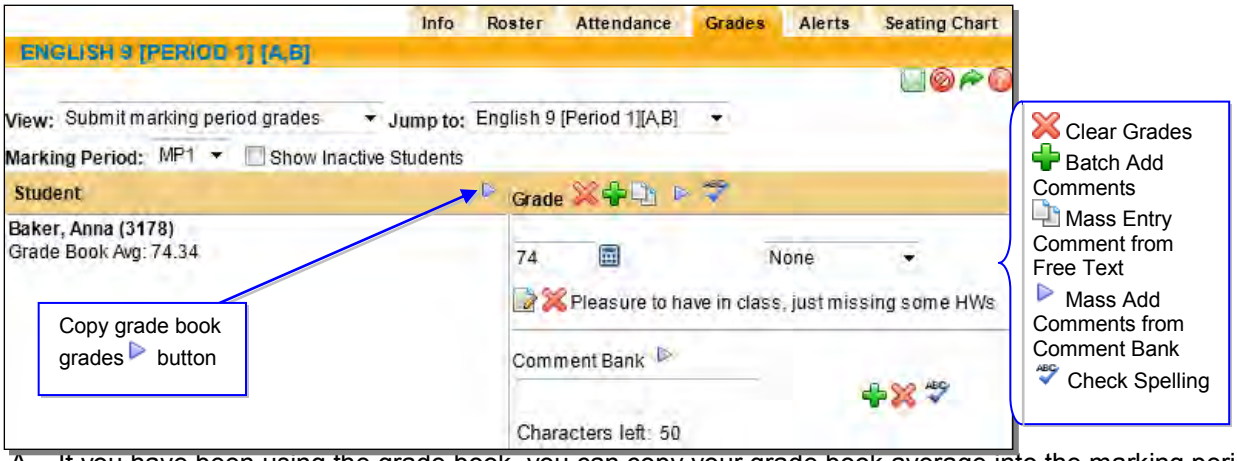
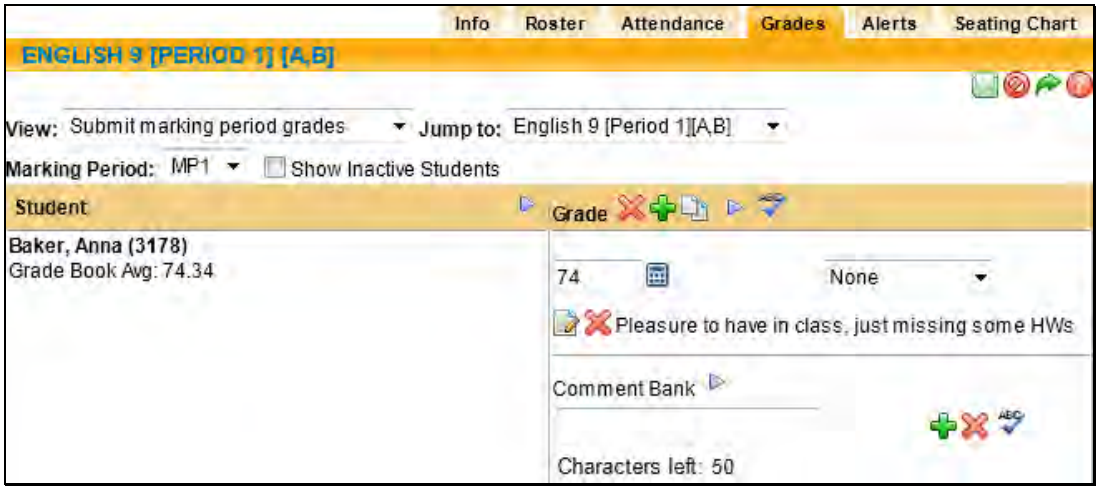


A. If you have been using the grade book, you can copy your grade book average into the marking period grades for each student. In the Grade Book Average column, click once on the Copy grade book grades button to copy the current grade book averages into the grade field. This marking period grade is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



Note: The grading scale associated with this course is set up and maintained in the Course Catalog. If you use alpha grades, you will select from a drop-down list of options. If you use numeric grades, you will have a free-text entry field where you can type in the grade value.

C. If the student has not completed the class and does not get a grade, use the grade note drop-down list to the right of the grade field to enter a non-completion comment. This list includes values such as medical, audit and incomplete, among other district-specific values.

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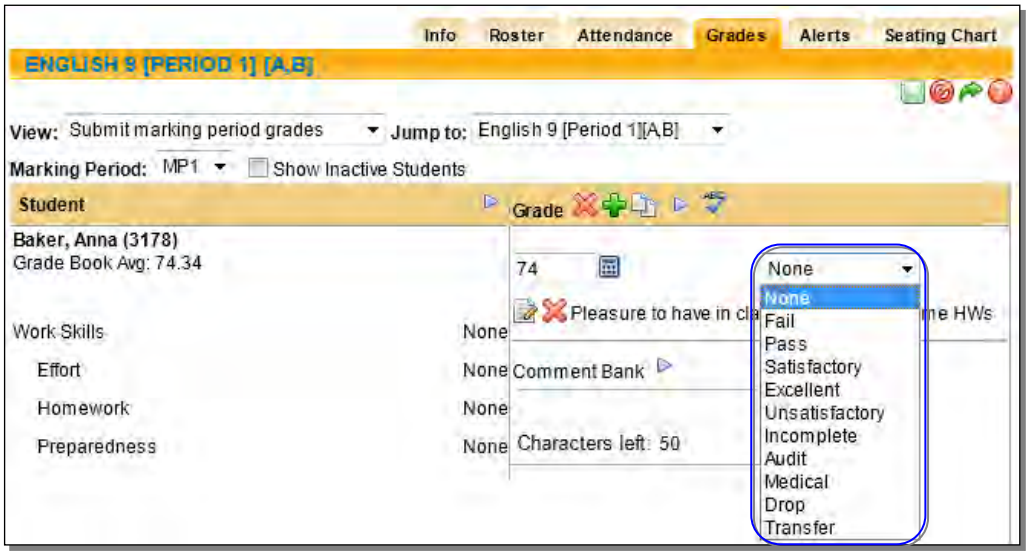
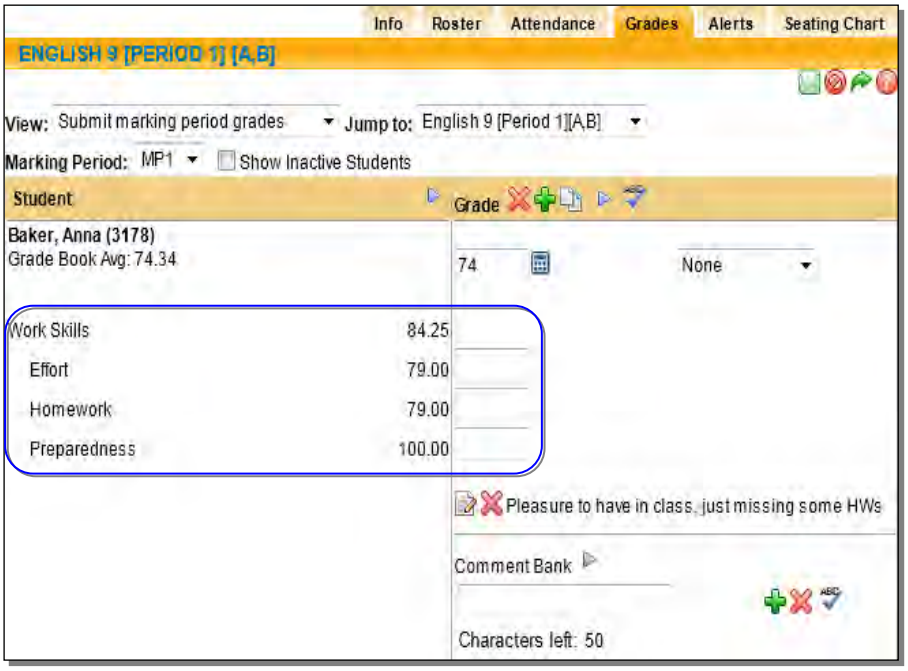


Note: You cannot save the grades if any student has both a grade and a grade note. It has to be one or the other!

5. If the course uses skills-based grading, the skill set average, as well as the average for each individual skill, will appear below the overall grade book average.



A. For skill sets that drive grading, each individual skill average will be copied when using the Copy Grade Book Grades feature.

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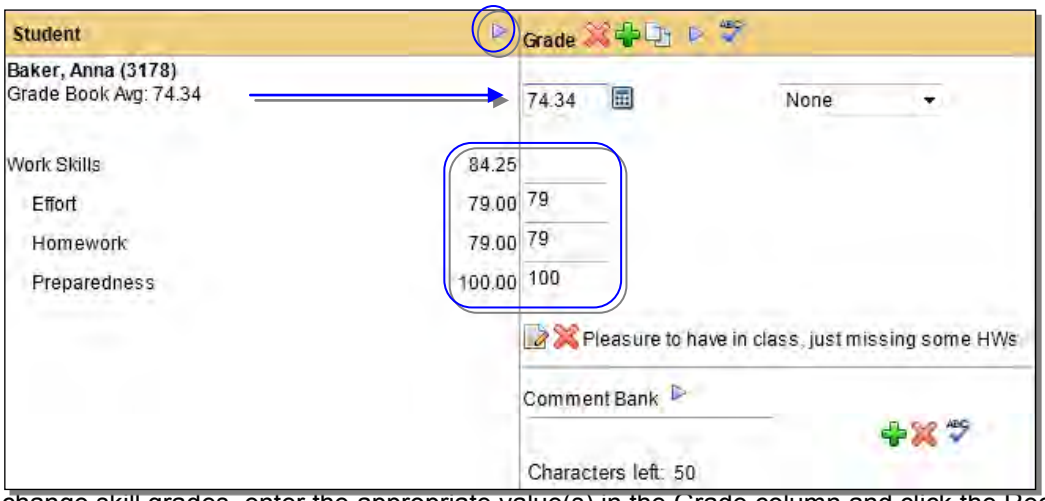
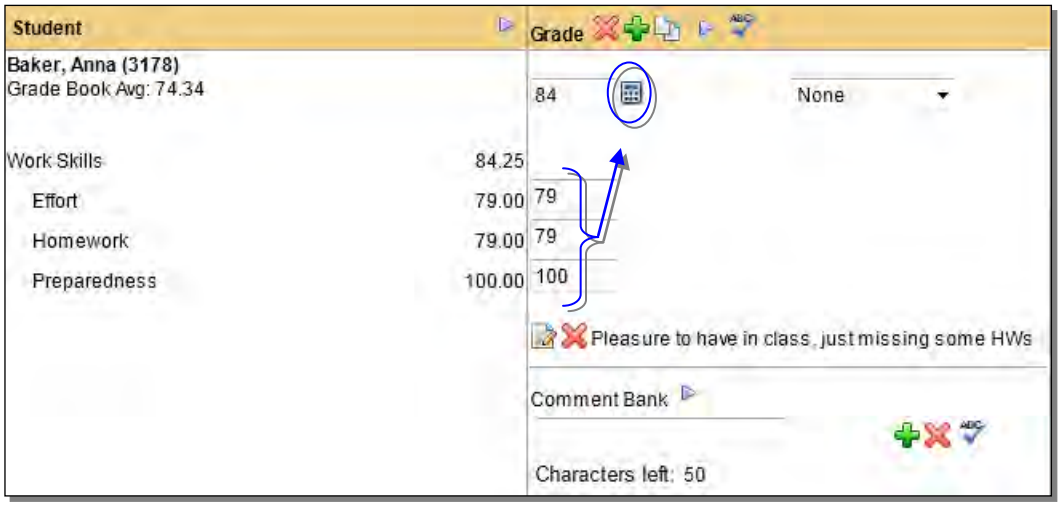


B. To change skill grades, enter the appropriate value(s) in the Grade column and click the Recalculate button to update the marking period average (if appropriate).

   i. If the "Allow Override of MP Grade" option is enabled for a given skill set, users can modify the overall average manually without recalculating using the individual skill grades.

   ii. If the "Allow Override of MP Grade" option is *not* enabled for a given skill set, users will be unable to manually override the overall average. If individual skill grades are modified, the average will automatically be recalculated to reflect the newly entered skill grades when the user clicks Save.



6. Add performance-related comments for each student, if desired, using one or more of these methods:

   A. Add performance-related comments from the Comment bank:

   B. Selecting the Add comments from comment bank button (next to Comment Bank) will bring up the entire comment bank so you can select multiple comments for that student. Use the check boxes to select one or more comments.

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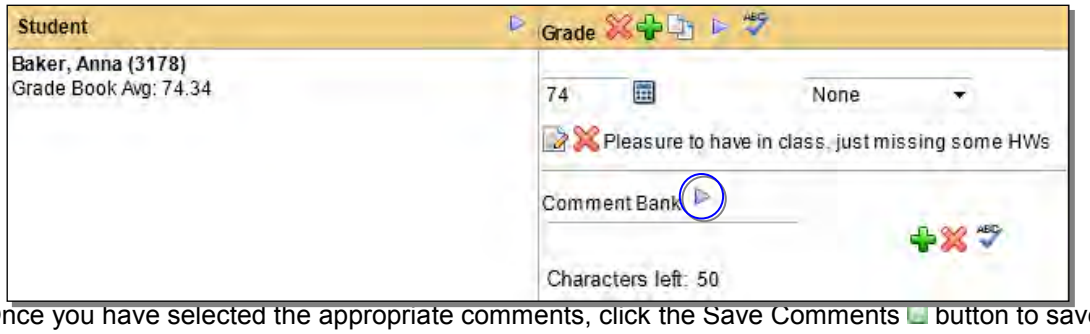
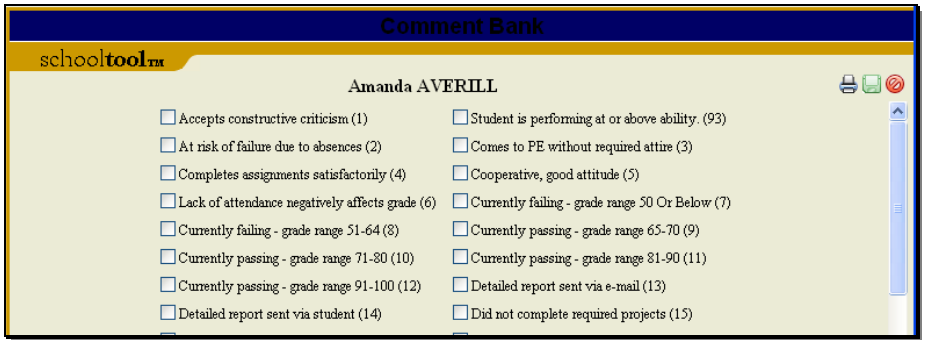
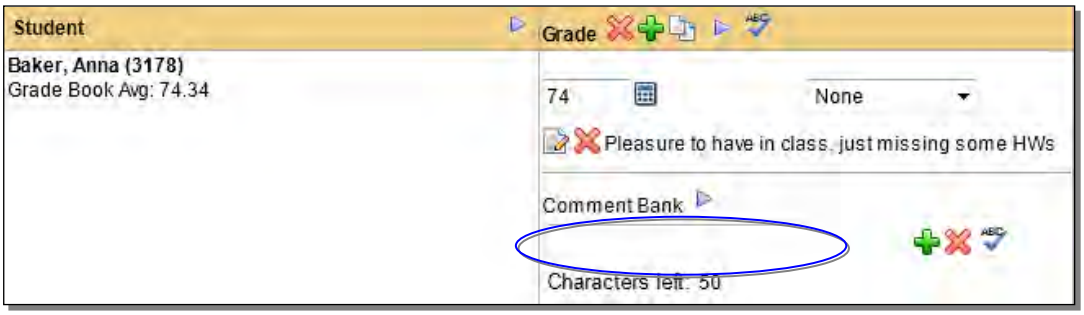


C. Once you have selected the appropriate comments, click the Save Comments button to save. Continue on for the rest of your class roster.



D. Add a free-text comment about the student or their performance 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.



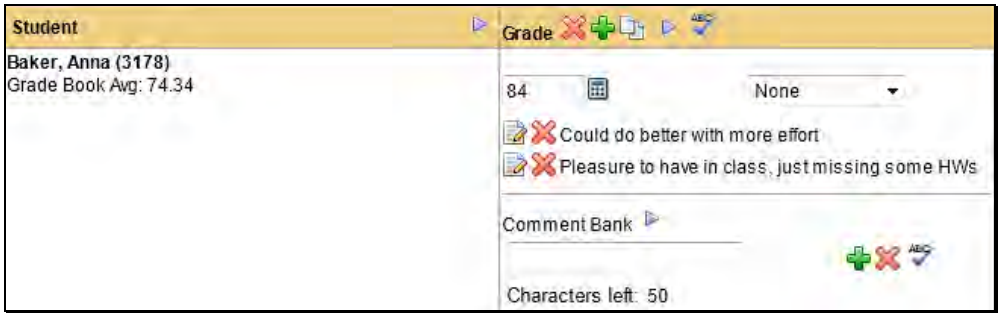
Note: To spell check your free-text comment, click once on the Check Spelling button to the right of the free-text field. You can only check your work BEFORE you have added the comment.

Note: Comments entered here may not appear exactly as they will appear on the report.

E. Add Comment Bank comments using the free-text field. Users may enter the numeric values associated with comments from the Comment Bank into the free-text field. If you wish to add multiple values at one time separate them with spaces or commas.

Note: Numeric comment values, also known as Translation Codes, are a district preference. If you are unable to enter numbers or the corresponding comments are not displaying, contact your school**tool** liaison.

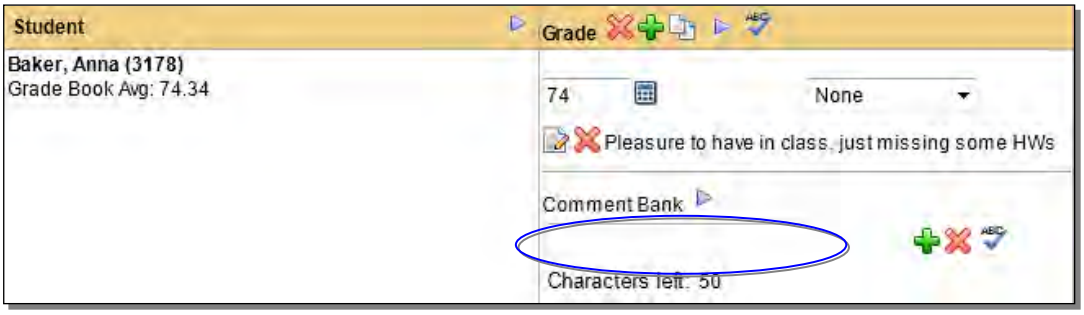
7. Once you have listed all the numeric values, click once on the Add personal comment button. The Comment Bank comments associated with those values will appear in the Grade column for that student.



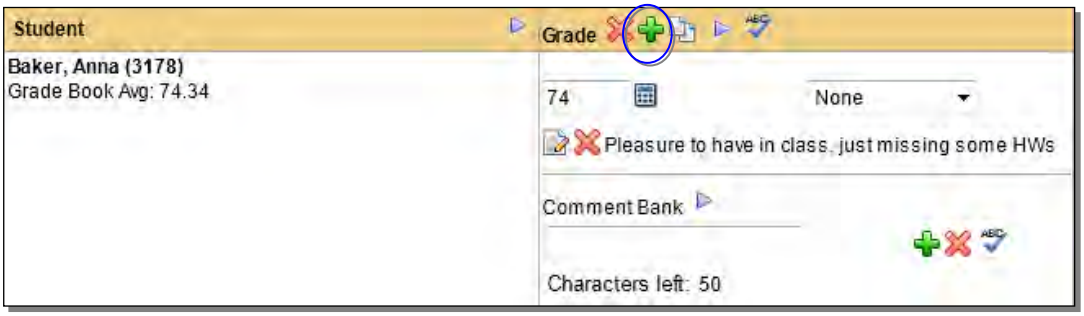
Note: Use the Delete buttons to remove one or more comments.

To Add Comments for More Than One Student at a Time

1. Type the numeric value(s) associated with a Comment Bank comment (if this feature is enabled) OR a free-text personal comment into the free-text field for a student.
2. Repeat until all students have comments in their free-text fields.



3. Scroll back to the top of the Grades tab. Click once on the Batch Add Comments button next to the Marking Period column heading (see above). The comments will all be added to the respective students at the same time.



Note: If your district limits the number of comments (Comment Bank or other) which can be recorded and printed on progress reports, an error message will display once you have exceeded (or attempted to exceed) this number.

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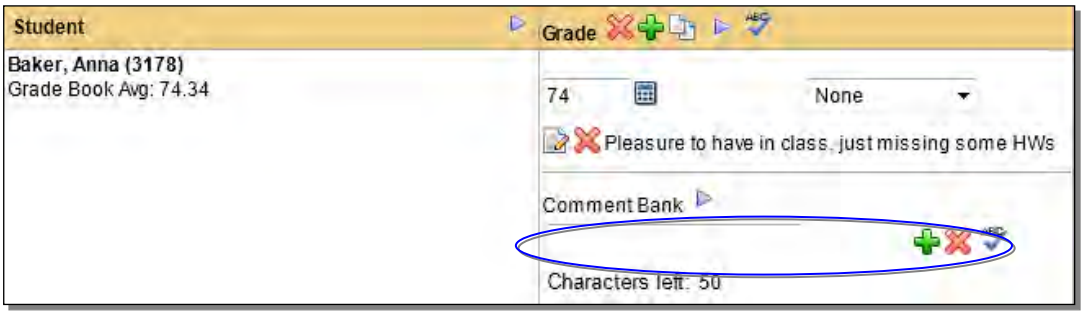
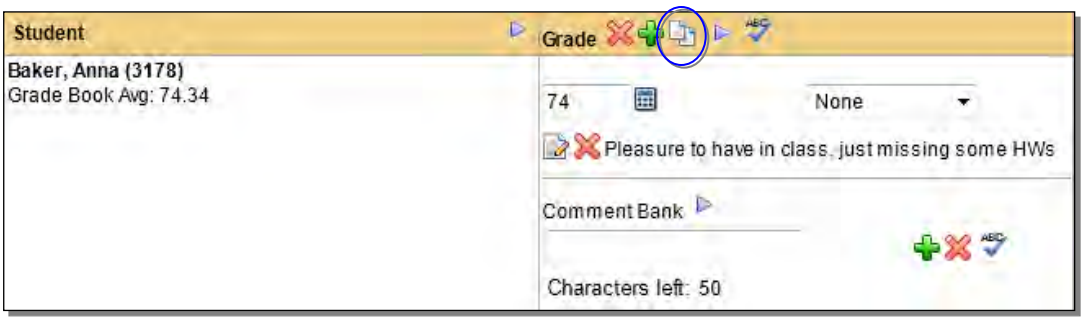
To Add Free-text Comments to Everyone in the Class

This feature uses the Mass Entry Comment from free-text field.

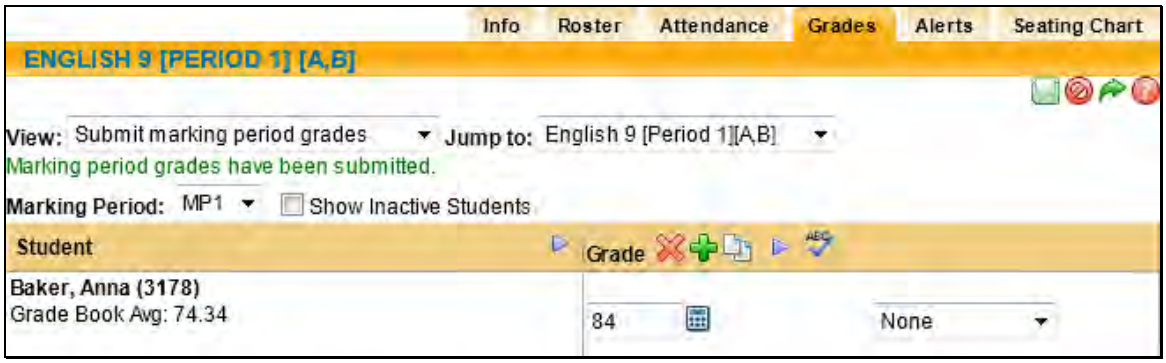
1. Enter a free-text comment for the first student in the list.



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



3. You can also use the Add Comment from Comment Bank button to mass enter comments to every student in the class using the comment bank.
4. When you have finished adding comments for each student, click the Submit grades button on the upper right section of the Grades tab screen in order to save your work. Once grades have been submitted/saved, a confirmation message "Marking Period grades have been submitted" will appear.



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Note: To clear all grades and start again, click once on the Clear grades button located in the Grade column heading. This removes all grades, but leaves your comments.

Note: During the unlocked period, you may make changes to grades and/or comments and resubmit them as often as you like. Simply make the desired changes, and then click the Submit grades button. This will overwrite previously submitted marking period grades information. Once the marking period's grading period is locked, changes can only be made by a guidance counselor.

Note: Use the Grade Verification Report to check your work before report cards are printed. The Grade Verification Report is found in the My Home Reports tab.

Grade Verification Report 5/7/13 3:06 pm

Mindex HS : High School : 2012-2013

00049 (English)English 9 **Johnson, Mary**

Section: 2 **Period: 2**

Student Name	QT 1	QT 2	QT 3	QT 4	QT 5	QT 6	Credit	Mid term	FINAL RCT	FINAL Local	FINAL Rgt	(In-Progress) Average	Comments
Allen, Joshua M 875	25	31					(1.00)					(28)	Misses class frequently- in danger of failing
Bailey, Margaret M 3179	90	80					(1.00)					(85)	Great effort- keep up the good work!
Baker, Donna M 102	82	80					(1.00)					(81)	Pleasure to have in class- participate more!
Edwards, Michael D 479	85	72					(1.00)					(78)	Pleasure to have in class- great student!
Hernandez, Michelle R 91	90	86					(1.00)					(88)	Great work- excellent participation!
Howard, Jack J 20509	75	37					(1.00)					(56)	Need more effort, more positive attitude

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Submit Progress Report Grades

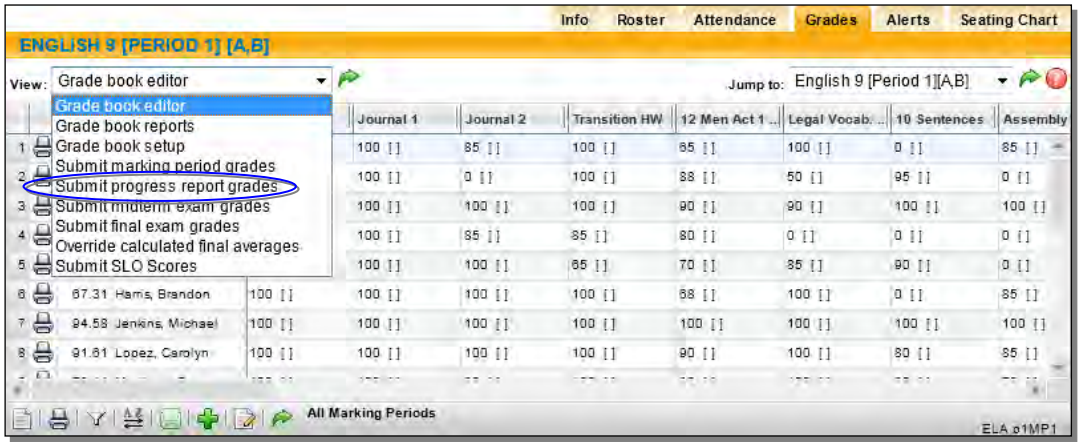
Progress Reports are typically performed mid-way through the marking period (i.e. at week 5 of a 10 week marking period cycle). They contain comments and/or grades which update parents on student performance and progress. In some cases, comments-based progress reports may contain comments that include grade range information.

Note: This procedure generally applies to secondary teachers only.

Progress Report grades and comments can only be entered during open grading periods. These are controlled by district personnel. Once grading periods have been locked, only a guidance counselor can change progress report information.

Note: Not all districts generate and distribute progress reports. Only use this procedure if your district follows this grading model.

1. From the View drop-down list, select Submit progress report grades.



2. If the marking period is open (unlocked), the screen will refresh with the default marking and progress report periods and a list of students with grades and/or comment entry fields. Use the “Show Inactive Students” checkbox to submit grades for students who are no longer in that course but were at some point during the selected marking period (students who dropped, withdrew, or switched from the course during that marking period).

Note: If the marking period is locked, you will not see entry fields.

Note: If the progress report interval is locked (i.e., not open yet, or locked after entries were due), the progress report area will appear in read-only mode. If comments were entered, they will appear. If comments have not been entered yet, the Progress Report column will be blank. Contact your schooltool liaison to unlock the progress report period, or contact a guidance counselor if changes are required after the period has been locked.

3. Assuming that the marking period is open; select the marking period and progress report interval for which you are entering comments from the drop-down lists at the top of the student list. The default will be the current marking period/progress report interval.
4. Enter the progress report comments for each student:
   A. Add performance-related comments from the Comment bank:

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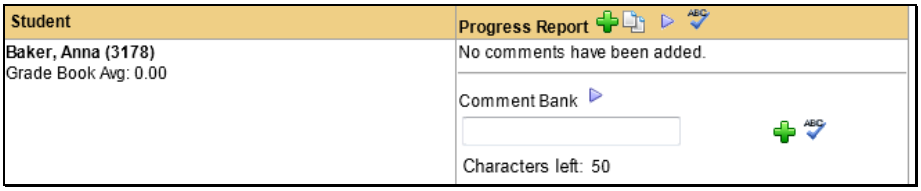
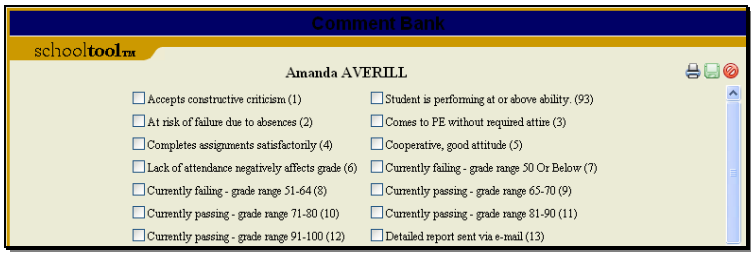
i. Selecting the Add comments from comment bank button (next to Comment Bank) will bring up the entire comment bank so you can select multiple comments for that student.



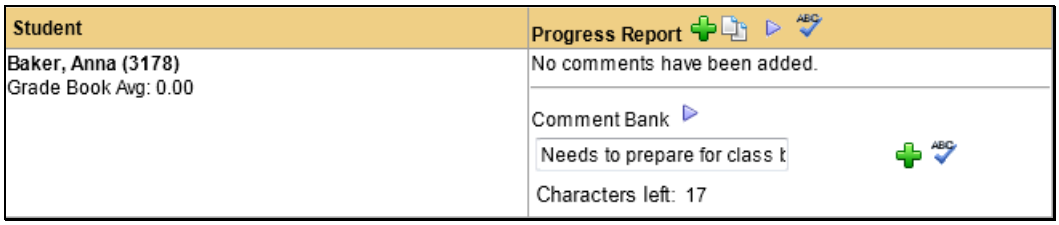
ii. Use the check boxes to select one or more comments.

iii. Once you have selected the appropriate comments, click the Save Comments button to save. Continue on for the rest of your class roster.



B. Add a free-text comment about the student or their performance in the free-text field (this is optional; max number of characters is 50).

i. 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.



Note: To spell check your free-text comment, click once on the Check Spelling button to the right of the free-text field. You can only check your work BEFORE you have added the comment.

Note: Comments entered here may not appear exactly as they will appear on the report

C. Add Comment Bank comments using the free-text field. Users may enter the numeric values associated with comments from the Comment Bank into the free-text field. If you wish to add multiple values at one time separate them with spaces or commas.

Note: Numeric comment values, also known as Translation Codes, are a district preference. If you are unable to enter numbers or the corresponding comments are not displaying, contact your schooltool liaison.

i. Once you have listed all the numeric values, click once on the Add personal comment button. The Comment Bank comments associated with those values will appear in the Grade column for that student.

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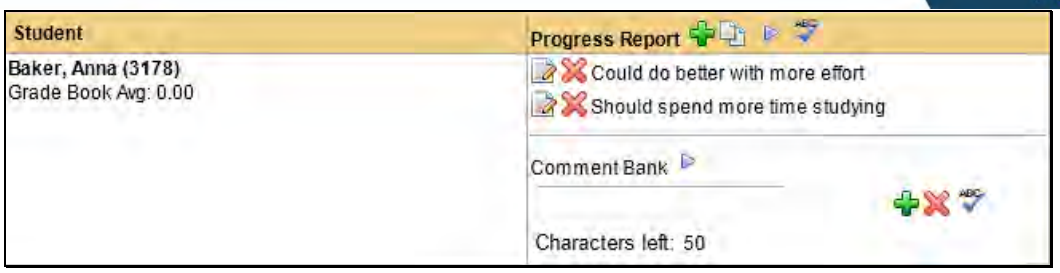


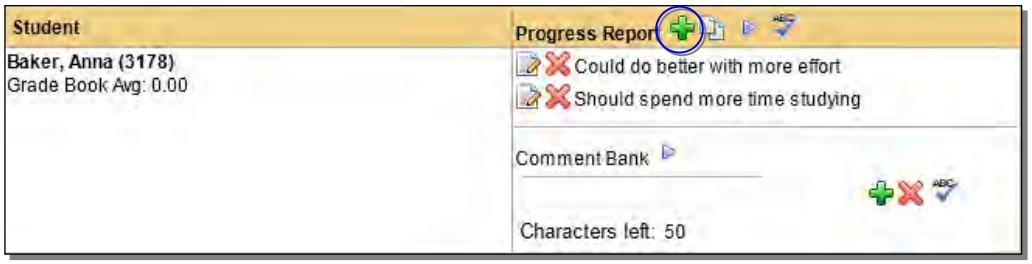
Note: Use the Delete ✖ buttons to remove one or more comments.

D. Add comments for more than one student at a time.

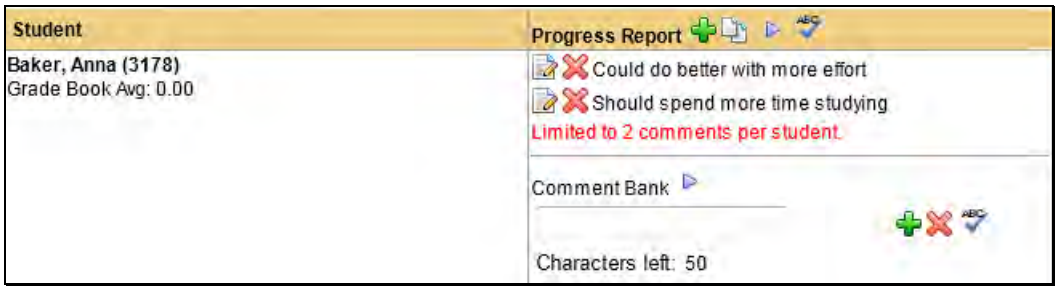
   i. Type the numeric value(s) associated with a Comment Bank comment (if this feature is enabled) OR a free-text personal comment into the free-text field for a student.

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

   iii. Scroll back to the top of the Grades tab. Click once on the Batch Add Comments ✚ button next to the Progress Report column heading. The comments will all be added to the respective students at the same time.



Note: If your district limits the number of comments (Comment Bank or other) which can be recorded and printed on progress reports, an error message will display once you have exceeded (or attempted to exceed) this number.



E. Add free-text comments to everyone in the class using the Mass Entry Comment from Free-text field.

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

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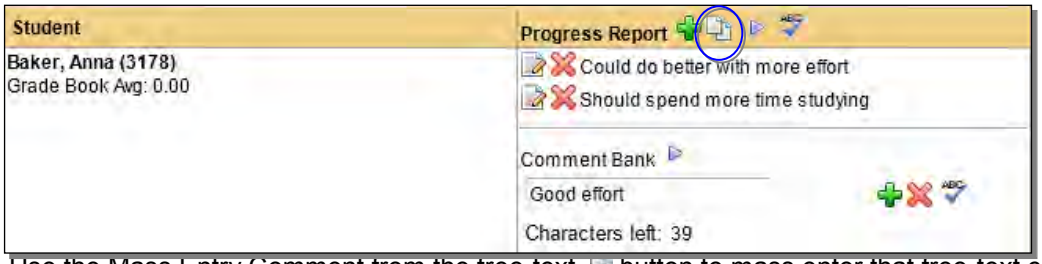


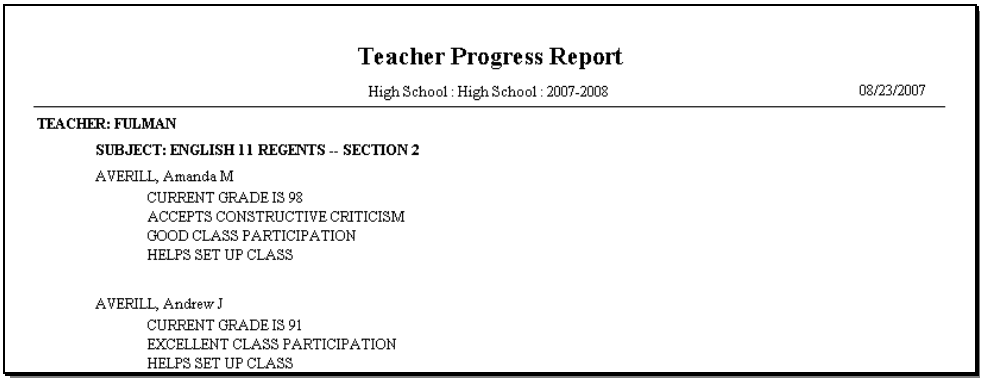
ii. Use the Mass Entry Comment from the free-text button to mass enter that free-text comment for the rest of the students in the class.

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

5. When you have finished adding comments for each student, click the Submit grades button on the upper right section of the Grades tab screen in order to save your work. Once grades have been submitted/saved, a confirmation message "Progress report grades have been submitted" will appear.

Note: During the unlocked period, you may make changes to comments and resubmit them as often as you like. Simply make the desired changes, and then click the Submit grades button. This will overwrite previously submitted progress report comments. Once the progress report period is locked, changes can only be made by a guidance counselor.

Note: Use the Teacher Progress Report to check your work before progress reports are printed. This report is found in the My Home > Reports tab.



Teacher Progress Report

High School : High School : 2007-2008 08/23/2007

TEACHER: FULMAN

SUBJECT: ENGLISH 11 REGENTS -- SECTION 2

AVERILL, Amanda M
CURRENT GRADE IS 98
ACCEPTS CONSTRUCTIVE CRITICISM
GOOD CLASS PARTICIPATION
HELPS SET UP CLASS

AVERILL, Andrew J
CURRENT GRADE IS 91
EXCELLENT CLASS PARTICIPATION
HELPS SET UP CLASS

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Submit Descriptor Report Card Grades

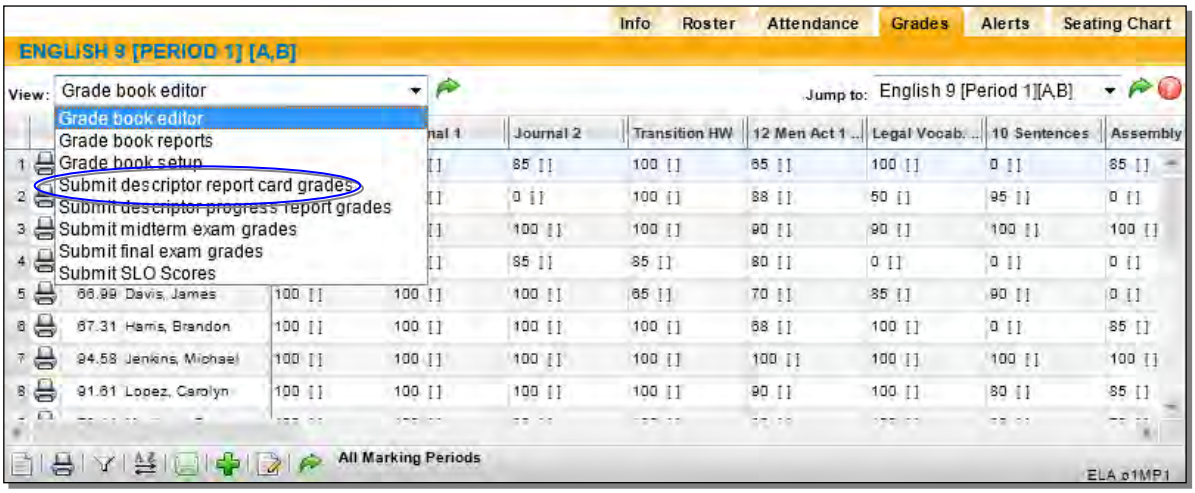
Note: This procedure is typically performed by elementary teachers only.

Descriptor report card grades are the grades that appear on student report cards at the end of each marking period (quarter, trimester, etc). This process is the same for each marking period, including the final marking period.

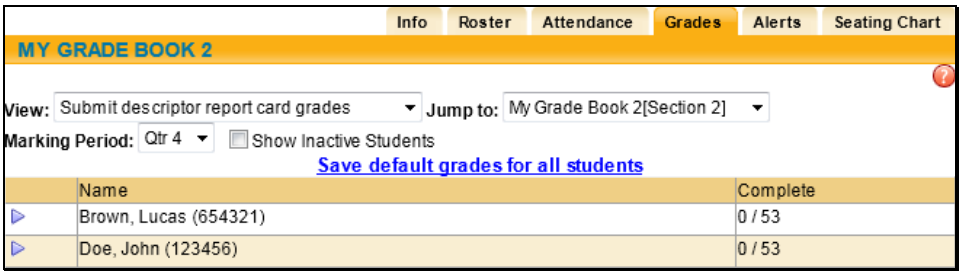
If the grade book has been used, grades can be copied from all assignment grades to a final marking period grade. If the grade book has not been used, grades can be entered manually.

Grades can only be entered during open grading periods. These are controlled by district personnel. Once grading periods have been locked, only a guidance counselor can change marking period grades.

1. Access the grade book for the appropriate class.
2. From the View drop-down list, select Submit descriptor report card grades.



3. The screen will refresh with the default Marking Period and a list of students. To the right of the student names is a column for Completed grades. This represents the number of descriptors which have been graded for each student. A value of “0/68” indicates that no descriptors have been graded out of 68 total descriptors to be graded.



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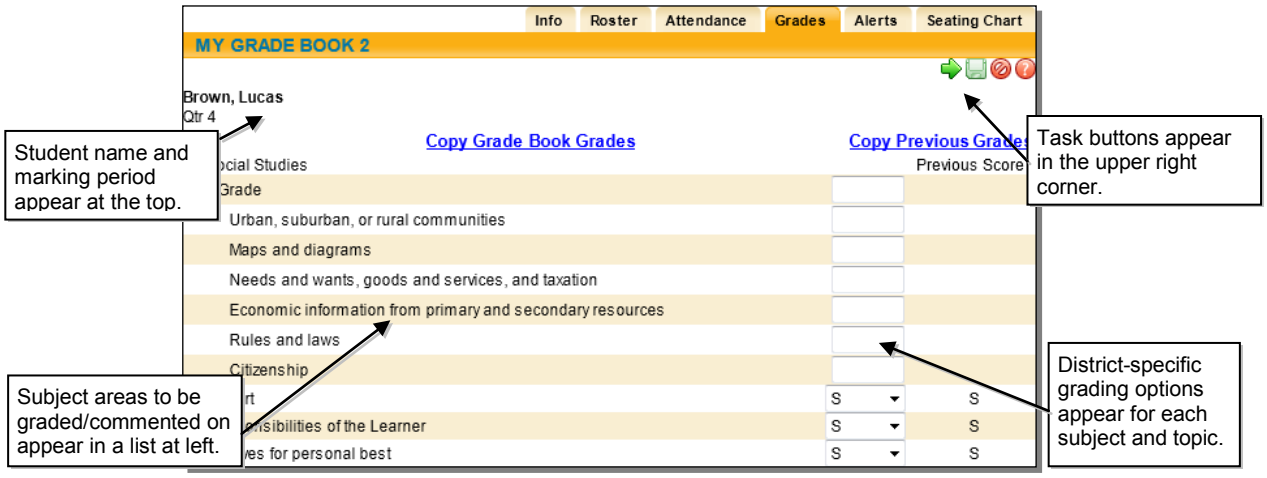
Note: You may only submit report card grades/comments during the open or unlocked period. Once this period expires, grades are locked, and the information becomes read-only for those marking periods which have passed. Future marking periods remain unavailable until the grading period arrives.

4. Select the first student to be graded. Click once on the Select button to the left of the student name. You may start at any point in the list. The screen will refresh with a descriptor area for the selected student. You may need to use scroll bar at right to see additional options.

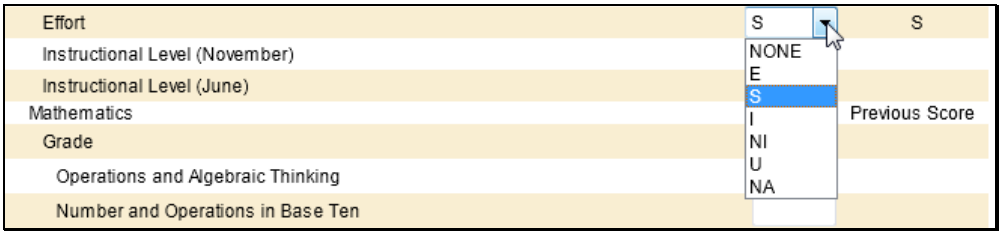
Note: Some grading options may or may not be visible depending on district settings.



5. Enter the grade information for each student in the subject drop-down area:

Note: If there are gradable subjects on your report card, the Copy Grade Book Grades link can be used to convert existing averages from the grade book to district-mapped values in the descriptor grading area. This feature is dependent on the set up of your report card and is not equally applicable to all grade levels.

6. Select an appropriate, subject-specific grading option from the drop-down list at right. Leave the defaulted value, or open the list to select an alternate value.



7. Repeat the above steps for all descriptors in the subject list.

Note: The default grading option in each drop-down field is determined by your district and grade level. It may be NONE, or it may be a value teachers select most often (i.e. S – Satisfactory). This will vary from grade level to grade level (i.e. K to 3) and from building to building.

8. Enter the comments for each subject area, if desired, using any of the following methods below.

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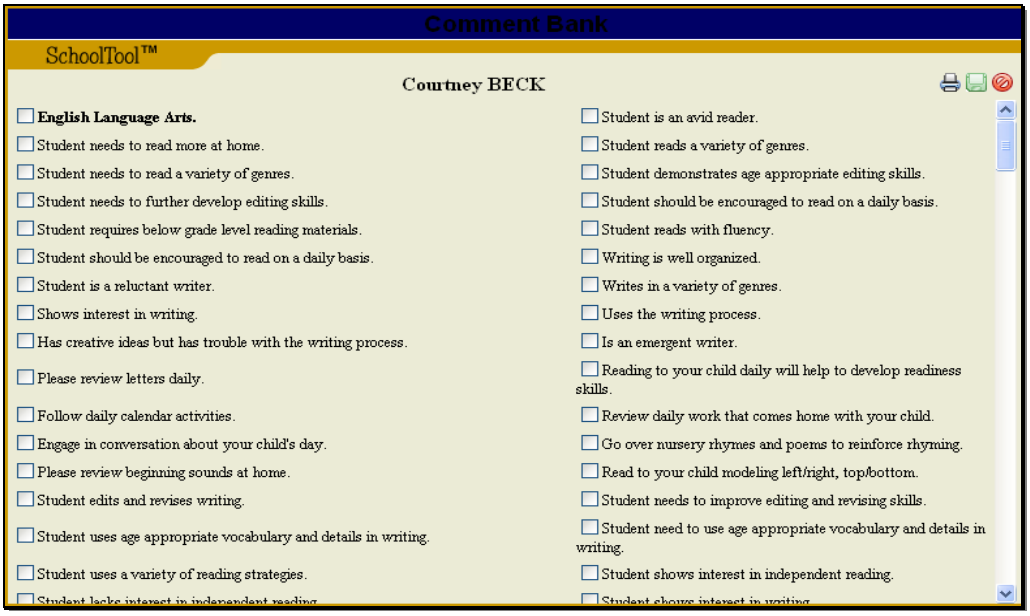
Note: Comments entered here may not appear exactly as they will appear on the report

A. If your school building/grade level uses subject-based comments, an entry area for comments will appear at the end of each subject grading area. The character counter at the bottom of the comment entry field will indicate the number of characters remaining. If your school building/grade level does not use subject-based comments, then only a single comment area will appear at the bottom of the grading area.

B. Add performance-related comments from the Comment bank.

i. Selecting the Add comments from comment bank button (next to the words Comment Bank) will bring up the entire comment bank.

ii. Select one or more comments for that student by clicking once in the check box next to each comment you want.



iii. Once you have selected the appropriate comments, click the Save comments button to save them to this subject's grade area. The comments will appear on the student's Comments sub tab as seen below.

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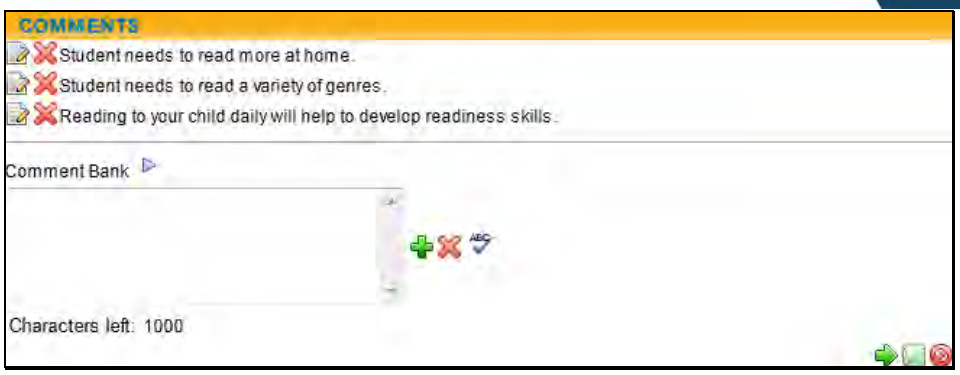


Note: Use the Delete buttons (to the left of each comment) to remove one or more of the comments you have selected (see previous image).

Note: Only use the Delete All Comments button (to the right of the comment entry field) to delete ALL Comment Bank AND free-text comments at once, including any text in the free-text entry field.

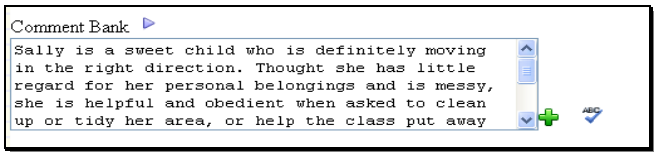
C. Add a free-text, personal narrative comment about the student or their performance in the free-text field (this is optional).

   i. Type your comment in the free-text field.

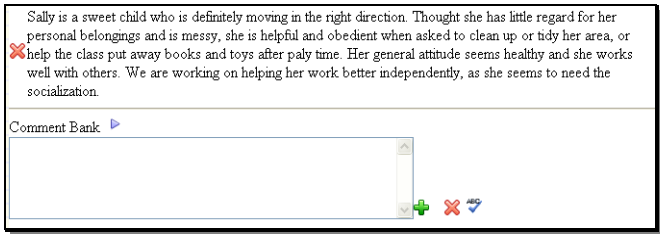
   ii. Click once on the Check Spelling button, if desired.

Note: You may check the spelling of your free-text comment while it is still in the entry field. If errors are found, a pop-up window with options will appear. If no errors are found, the spell-check box will appear briefly and will then close. Once you have added your comment, it can no longer be spell checked.)

   iii. Click once on the Add personal comments button to the right of the text box to add the comment to the student's record.



   iv. Once you have added personal comments, the subject comment area will look like this:



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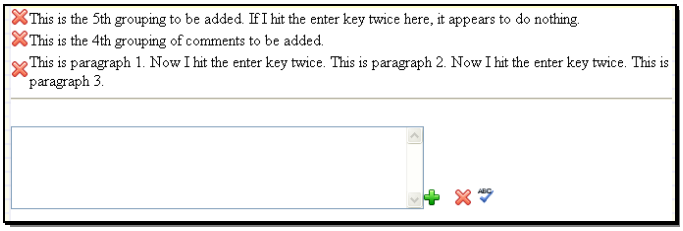
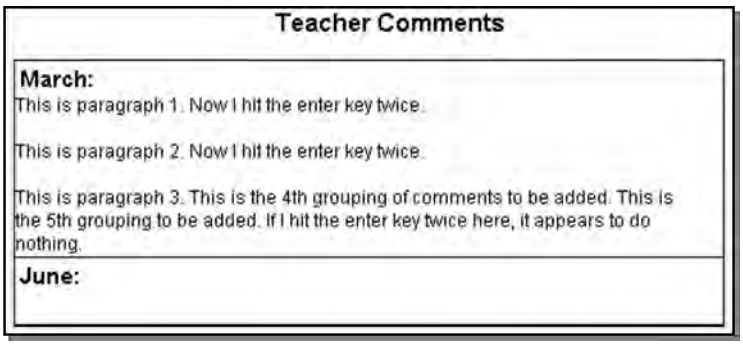
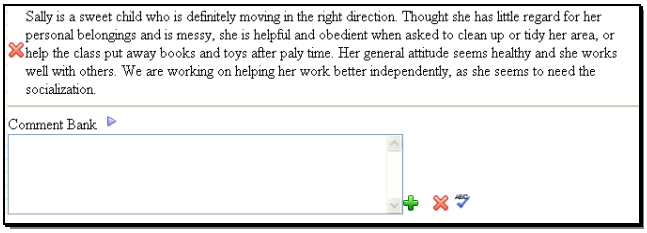


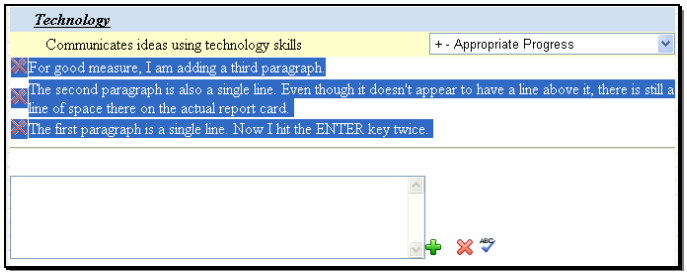
The image below shows how the comments entered above display on a subject-based comments report card.



Note: To delete a single comment, use the Delete button to the left of the comment.



Note: To edit your comment, use the mouse to copy and paste the text back into the free-text entry field. Make your changes, and then add it again. You will need to delete the original comment. Each comment will appear with its own Delete button so you can tell them apart.



D. Add Comment Bank comments using the free-text field.

   i. If this feature has been enabled, you may enter the numeric value(s) associated with one or more comments from the Comment Bank into the free-text field. (If you add multiple values at one time separate them with spaces.)

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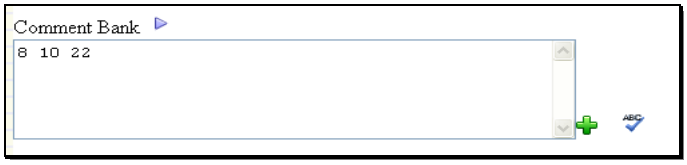
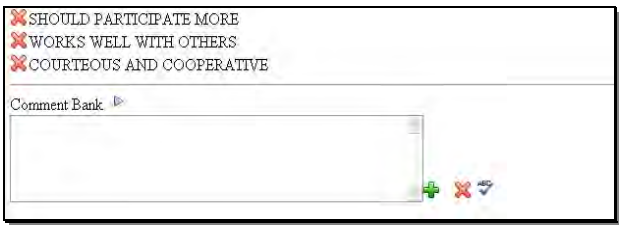


ii. Once you have listed all the numeric values, click once on the Add personal comment button. The Comment Bank comments associated with those values will appear in the subject grading area for that student.



9. Use the Delete buttons (to the left of each comment) to remove one or more of the comments you have selected (see previous image).

Note: Only use the Delete All Comments button (to the right of the comment entry field) to delete ALL Comment Bank AND free-text comments at once, including any text in the free-text entry field.

10. When you have finished grading and adding comments to this subject area, continue on to the next one. It may be necessary to scroll down to see additional subject areas to be graded. Repeat steps 6 and 7 until all subject areas are completed.
11. When you have finished grading and adding comments to all subject areas for this student, you must save your work. Use any of the following task buttons to save:
12. Use the Submit grades button to save your work and return to your list of students. This button is located in the upper right corner or lower right corner of the Grades tab, OR
13. Use the Submit grades and go to next student button to save your work and go on to grade the next student in the list (this button will not appear if you are at the end of the list.), OR
14. Use the Submit grades and go to previous student button to save your work and go on to the next student. (This button will not appear if you are at the beginning of the list.)
15. Once grades have been submitted/saved, a green confirmation message “Marking period grades have been submitted” will appear. This message either appears under the View menu in the Submit descriptor report card grades view (see above), or above the name of the previous/next student in the list (see below).

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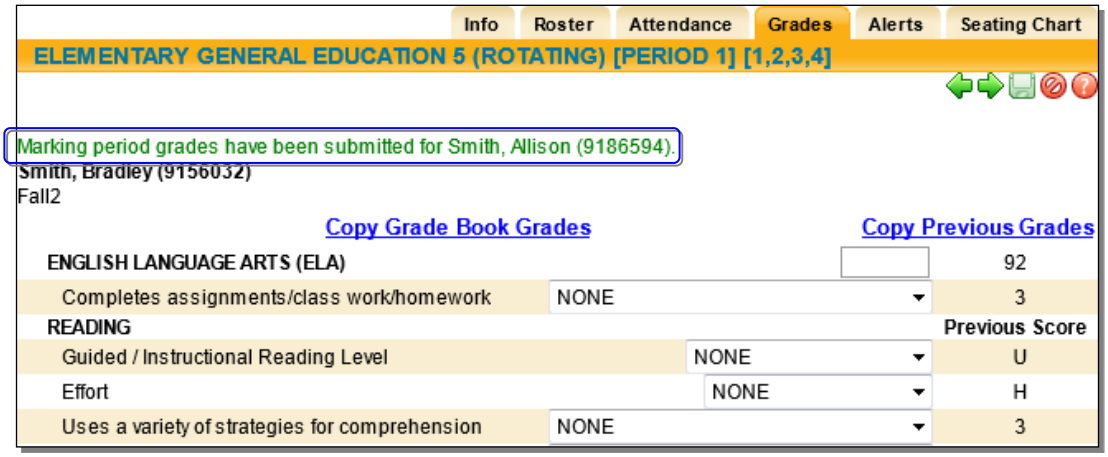

Note: During the unlocked period, you may make changes to grades and/or comments and resubmit them as often as you like. Simply make the desired changes, and then click the appropriate task button to save your work. This will overwrite previously submitted report card grades information. Once the report card grading period is locked, changes cannot be made.

16. To verify your comments and grade values will display properly, use the Elementary Grade Report:
17. Click once on Home to return to your My Home area.
18. Click once on the Reports sub tab to the far right of your Class List. The tab will open with a list of elementary-specific reports.
19. Select the Elementary Report Card. The report card will appear in a separate window, where you can verify the grade values and comments added.

Note: Depending on district settings, descriptor topics and any submitted grades may be visible on the Marking Period Grades view of a student's **My Home > Grades** tab.

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Submit Descriptor Progress Report Grades

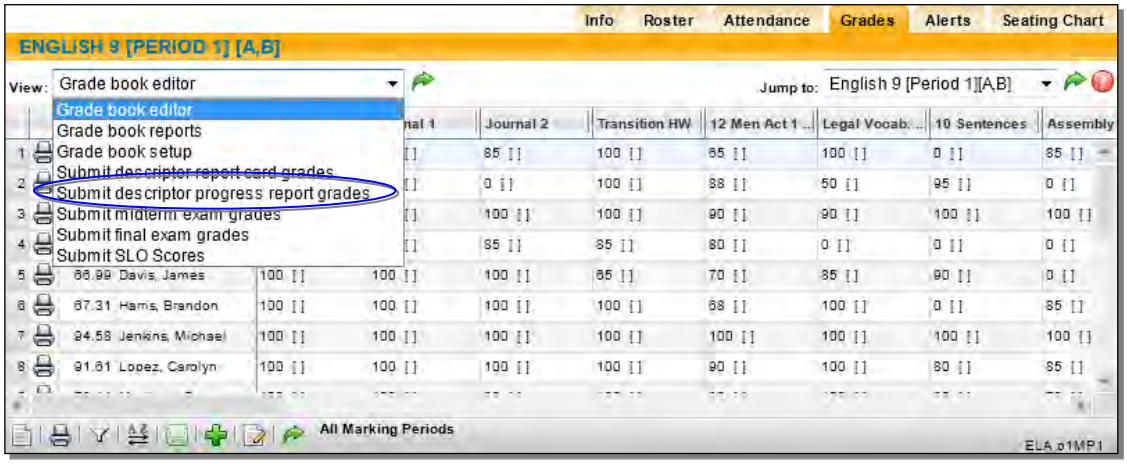
Note: This procedure generally applies by elementary teachers only.

Descriptor progress reports are typically performed mid-way through the marking period (i.e. at week 5 of a 10 week marking period cycle). They contain comments which update parents on student performance and progress.

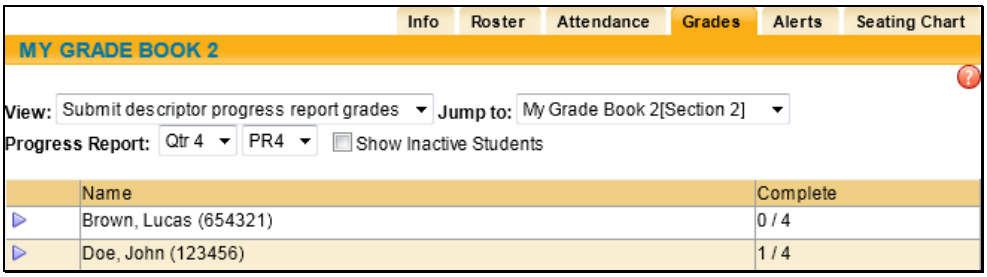
Descriptor progress report comments can only be entered during open grading periods. These are controlled by district personnel. Once grading periods have been locked, only a guidance counselor can change progress report comments.

Note: Not all districts generate and distribute descriptor progress reports. Only use this procedure if your district follows this grading model.

1. From the My Home view, select a course from your course list and access the Grades tab. Assuming your grade book has been set up, it will display, along with a list of students and any assignments in the Grade book editor View.
2. From the View drop-down list, select Submit midterm exam grades.



The screen will refresh with a list of students and a complete column designating how many descriptor values have been completed per student. For example, “0/4” means that none are complete, while “4/4” means all are complete.



3. Select the marking period and progress report interval for which you are entering comments from the drop-down lists at the top of the student list. The default selections will be the current marking period/progress report interval.

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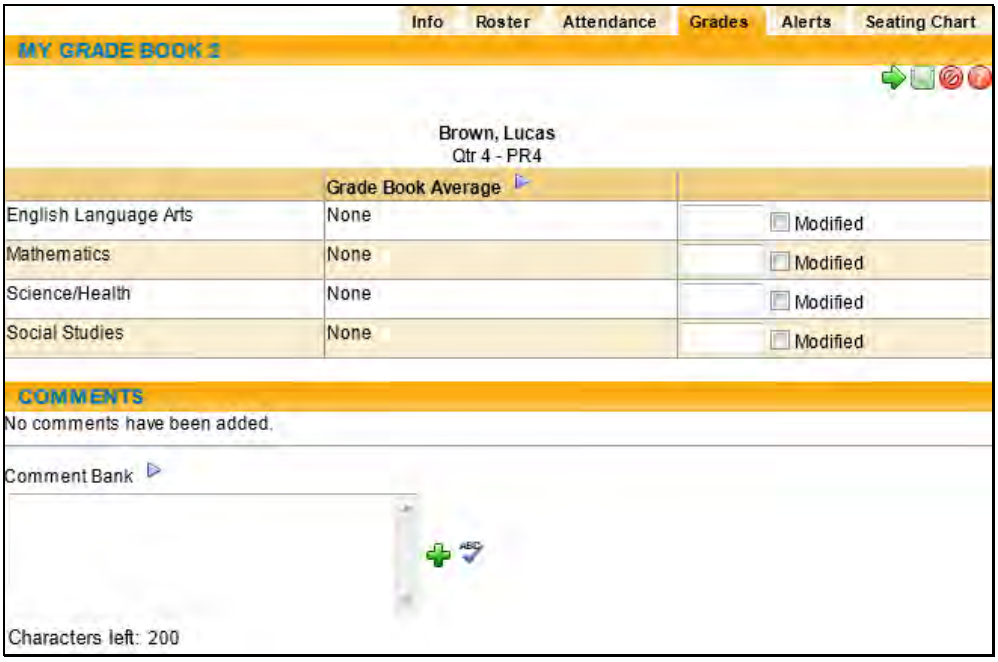
4. Select the first student from the list by clicking once on the Select button to the left of the student row. The screen will refresh with grade entry details for the selected student.



5. Enter the progress report comments for each student. Depending on your district preferences and settings for elementary descriptor progress report grading, you may see free-text entry fields, comment fields, or drop-down lists with pre-defined options.

Note: To use the Comment Bank, click once on the Add comments from comment bank button located in the Comments sub tab area.

Note: To enter free-text, narrative-style comments, type into the free text comment area, and click once on the Add personal comment button to the right of the entry field. Use the Check Spelling button to check your work first.

Note: Comments entered here may not appear exactly as they will appear on the report

6. When you have finished adding descriptor progress report values for each subject, and/or comments for each student, you have two options for saving your work:
   A. Click once on the Submit grades and go to next student button in the upper right corner of the progress report grading area to continue grading the next student. The next student's progress report grading area will appear, OR
   B. Click once on the Submit grades button in the upper right corner of the progress report grading area to save grades for this single student, and then quit.
7. Once grades have been submitted/saved, a confirmation message will appear.

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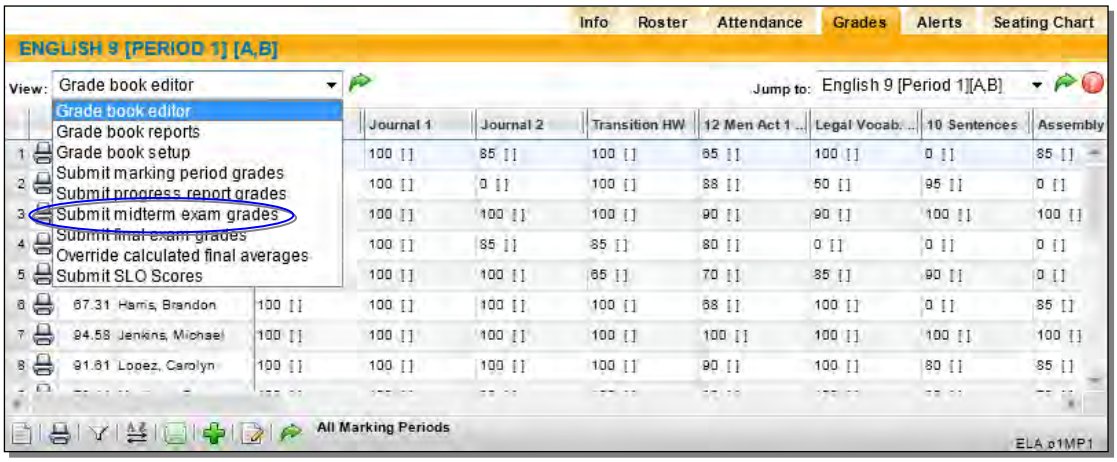
Submit Midterm Exam Grades

Midterm exam grades are the assessment grades typically given at the half-way point of a year-long course. However, midterms can also be used to assess progress at the half-way point of a half-year course.

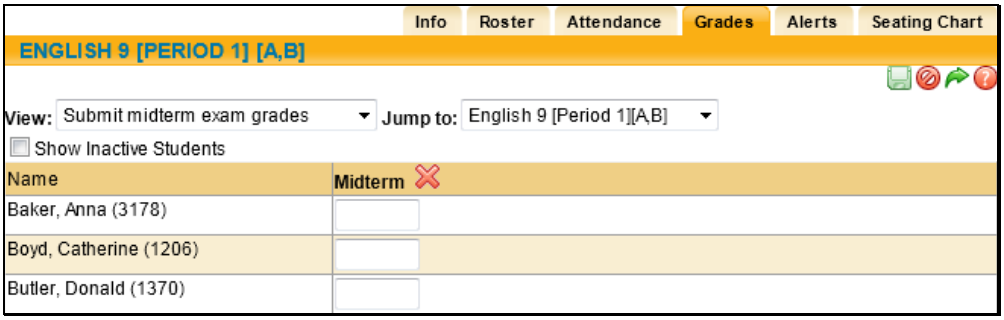
1. From the My Home view, select a course from your course list and access the Grades tab. Assuming your grade book has been set up, it will display, along with a list of students and any assignments in the Grade book editor View.
2. From the View drop-down list, select Submit midterm exam grades.



The view will refresh with a list of students and entry fields for their midterm exam grades.

Note: If the Submit midterm exam grades option does not appear in the drop-down list, then this course has not been set up with a midterm exam in the Course Catalog.

3. Enter the grade information for each student. In the grade value field, enter the appropriate grade according to the pre-defined grading scale, such as a numeric grade in a free-text field, or an alpha grade selected from a drop-down field.



Note: The grading scale associated with a midterm exam is set up and maintained in the Assessments sub-module of the Counseling module.

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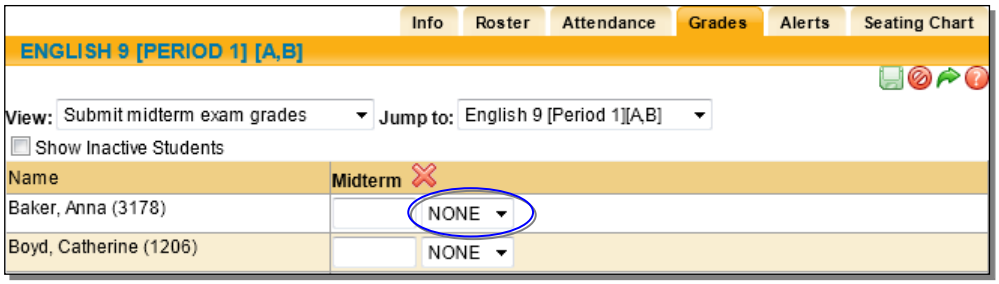
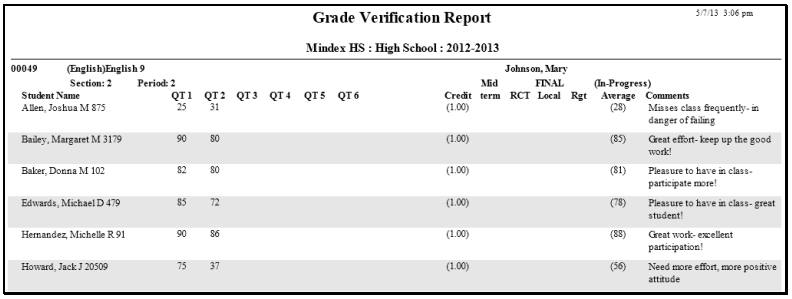
A. If assessment notes are enabled for the current school year, teachers will also see a drop-down list where they may select an assessment note for each student as appropriate.



4. When you have finished grading each student, click the Submit grades button to save your work. There are save buttons at the top and bottom of the screen. Once grades have been submitted/saved, a confirmation message "Midterm grades have been submitted" will appear.

Note: The midterm exam can be set up to equal a certain percentage of the final course average. Please contact your schooltool liaison for more information on midterm exams.

Note: To verify midterm exam grades, review the Grades Verification report found in the My Home > Reports tab.



Grade Verification Report 5/7/13 3:06 pm

Mindex HS : High School : 2012-2013

00049 (English)English 9 **Johnson, Mary**
Section: 2 **Period: 2** **(In-Progress)**

Student Name	QT 1	QT 2	QT 3	QT 4	QT 5	QT 6	Credit	Mid term	RCT	FINAL Local	Rgt	Average	Comments
Allen, Joshua M 875	25	31					(1.00)					(28)	Misses class frequently- in danger of failing
Bailey, Margaret M 3179	90	80					(1.00)					(85)	Great effort- keep up the good work!
Baker, Donna M 102	82	80					(1.00)					(81)	Pleasure to have in class- participate more!
Edwards, Michael D 479	85	72					(1.00)					(78)	Pleasure to have in class- great student!
Hernandez, Michelle R 91	90	86					(1.00)					(88)	Great work- excellent participation!
Howard, Jack J 20509	75	37					(1.00)					(56)	Need more effort, more positive attitude

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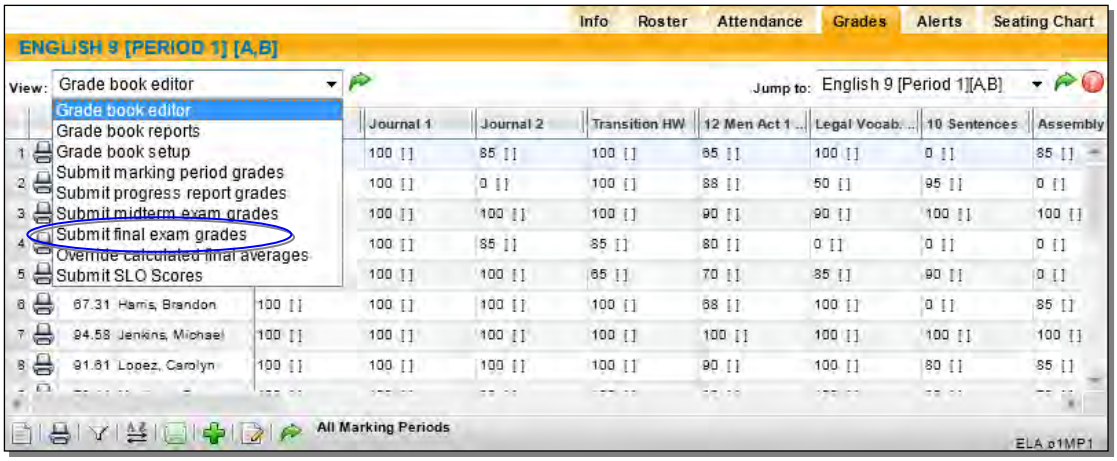
Submit Final Exam Grades

Final exam grades are the assessment grades that appear on student report cards when the course has finished. This may be at the end of a semester for a half-year course, or at the end of the year. Final exam grades are not final averages, nor do they replace final averages.

1. Navigate to the Grades tab for the appropriate class.
2. From the View drop-down list, select Submit final exam grades.



The view will refresh with a list of students and entry fields for their final exam grades.

Note: If the Submit final exam grades option does not appear in the drop-down list, then this course has not been set up with a final exam in the Course Catalog.

3. Select the assessment you are entering grades for from the Assessment drop-down list. This list contains all assessments tied to this course. If only one assessment is linked, it will display in the field. If there are multiple finals for this course, select the appropriate assessment from the drop-down field before grading students.

Note: If a Regents exam has been tied to this course, a corresponding Administered On drop-down field will appear. Make sure to select the appropriate date/time from this field before saving grade entries.

4. Enter the grade information for each student:
5. In the grade value field, enter the appropriate grade according to the pre-defined grading scale, such as a numeric grade in a free-text field, or an alpha grade selected from a drop-down field.

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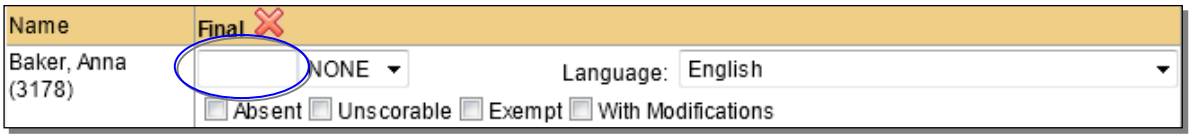
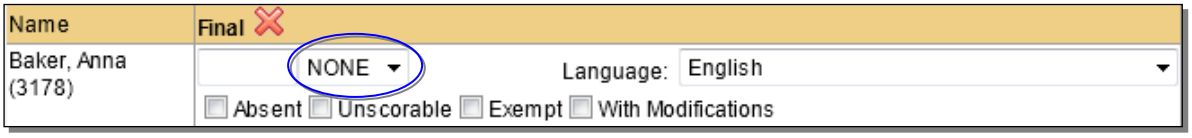
Note: The grading scale associated with a final exam is set up and maintained in the Assessments sub-module of the Counseling module.



A. If assessment notes are enabled for the current school year, teachers will also see a drop-down list where they may select an assessment note for each student as appropriate.



6. If you cannot enter a grade for this student, check the appropriate box to designate why. Otherwise, leave these check boxes unchecked.

   A. Absent – the student was absent on the day the exam was administered.

   B. Unscorable – the student's exam could not be graded.

   C. Exempt – the student was exempt from taking the exam (in accordance with state definitions).

   D. With Modifications – if the student took the exam with modifications (such as a translator or device meant to assist with a disability), check the With Modifications check box. Otherwise, leave this box unchecked.

      i. If this field is checked, the screen will refresh, displaying a list of options. Check any appropriate modifications.

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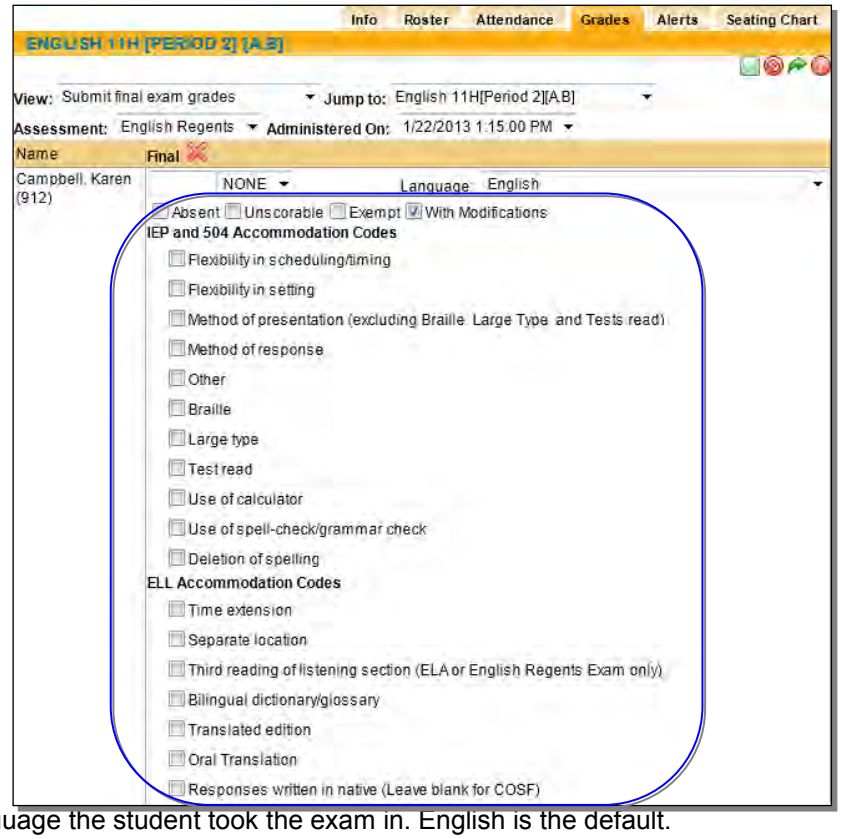
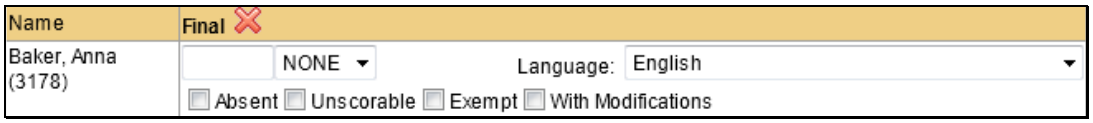


7. Select the Language the student took the exam in. English is the default.



8. Repeat these steps for each student in the course.
9. When you have finished grading each student, click the Submit grades button to save your work. There are save buttons at the top and bottom of the screen.

   Once grades have been submitted/saved, a confirmation message “Final exam grades have been submitted” will appear.

Note: The final exam can be set up to equal a certain percentage of the final course average.

Note: To verify final exam grades, review the Grades Verification report found in the My Home > Reports tab.

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Grade Verification Report

5/7/13 3:06 pm

Mindex HS : High School : 2012-2013

00049 (English)English 9 **Johnson, Mary**

Section: 2 **Period: 2**

Student Name	QT 1	QT 2	QT 3	QT 4	QT 5	QT 6	Credit	Mid term	RCT	FINAL Local	Rgt	(In-Progress) Average	Comments
Allen, Joshua M 875	25	31					(1.00)					(28)	Misses class frequently- in danger of failing
Bailey, Margaret M 3179	90	80					(1.00)					(85)	Great effort- keep up the good work!
Baker, Donna M 102	82	80					(1.00)					(81)	Pleasure to have in class- participate more!
Edwards, Michael D 479	85	72					(1.00)					(78)	Pleasure to have in class- great student!
Hernandez, Michelle R 91	90	86					(1.00)					(88)	Great work- excellent participation!
Howard, Jack J 20509	75	37					(1.00)					(56)	Need more effort, more positive attitude

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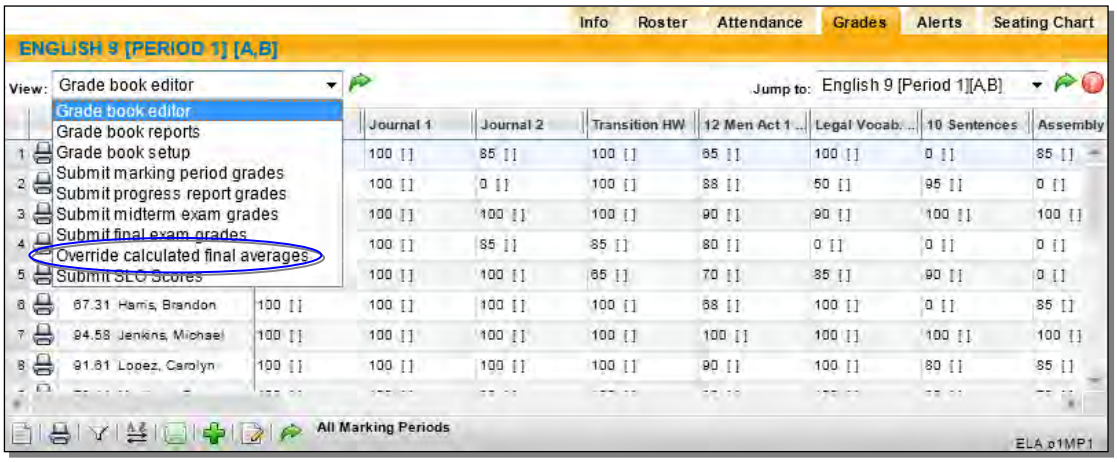
Override Calculated Final Averages

Occasionally, teachers may need to override the final average calculated by schooltool. Final grade calculations are based on formulas set up by the district at the beginning of the school year. 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. Likewise, if a student has a grade note for a marking period, which means that the final grade should be incomplete, teachers can use the Average Override feature to remove the pre-calculated grade. The report card would then show a blank in the final average area, denoting that this class was incomplete.

Note: This process assumes that final marking period (quarter 4 or semester 2) grades have been entered and saved, and that final exam grades have been submitted.

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). The average override feature should never be used to log or override a marking period grade.

1. Navigate to the Grades tab for the appropriate class.
2. From the View drop-down list, select Override calculated final averages. The view will refresh with a list of students and their current final averages based on schooltool calculations.



3. Locate the student for whom you will override a grade.

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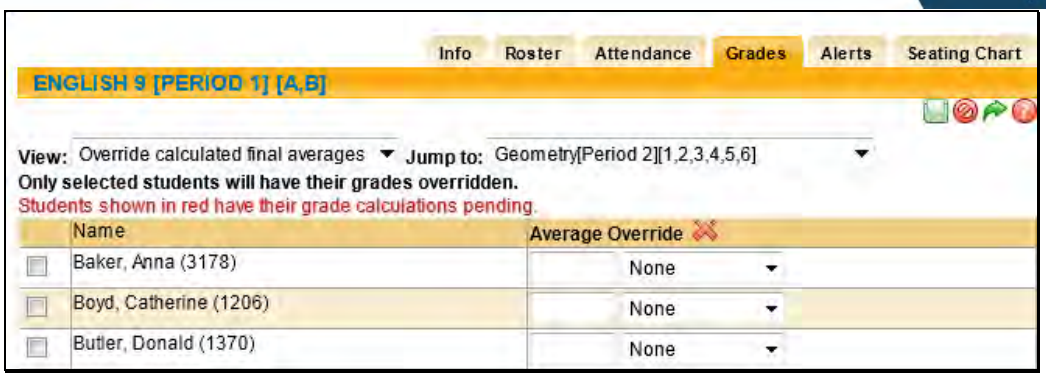
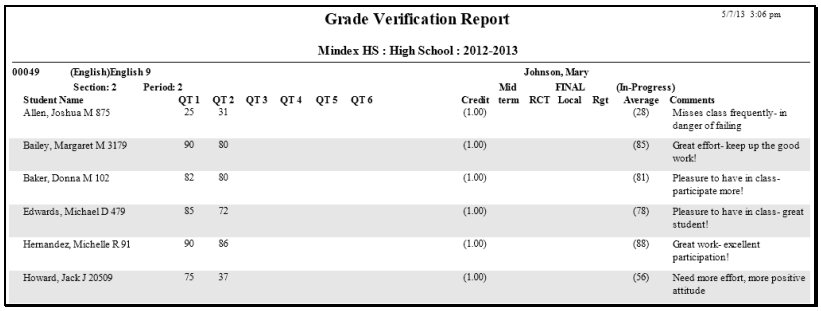


4. Enter the new grade information for the student:
   A. In the grade value field, enter the appropriate grade according to the pre-defined grading scale, such as a numeric grade in a free-text field, or an alpha grade selected from a drop-down field.

Note: If you wish to remove a grade so that the final average appears blank on the report card, as in the case where the final grade is incomplete, simply remove the numeric grade (do not type a zero) or choose NONE as the alpha grade and save.

5. Repeat for each student whose final grade must be overridden. When you have finished, click the Submit grades button to save your work. There are save buttons at the top and bottom of the screen.
6. Once grades have been submitted/saved, a confirmation message “Final average overrides have been submitted” will appear.

Note: Any grade entered in this area will appear on the report card as the student’s final grade. To verify final average overrides, run the Grades Verification Report found in your My Home > Reports tab for the final marking period.



Grade Verification Report 5/7/13 3:06 pm

Mindex HS : High School : 2012-2013

00049 (English)English 9 **Johnson, Mary**
Section: 2 **Period: 2**

Student Name	QT 1	QT 2	QT 3	QT 4	QT 5	QT 6	Credit	Mid term	RCT	FINAL Local	Rgt	(In-Progress) Average	Comments
Allen, Joshua M 875	25	31					(1.00)					(28)	Misses class frequently- in danger of failing
Bailey, Margaret M 3179	90	80					(1.00)					(85)	Great effort- keep up the good work!
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Edwards, Michael D 479	85	72					(1.00)					(78)	Pleasure to have in class- great student!
Hernandez, Michelle R 91	90	86					(1.00)					(88)	Great work- excellent participation!
Howard, Jack J 20509	75	37					(1.00)					(56)	Need more effort, more positive attitude

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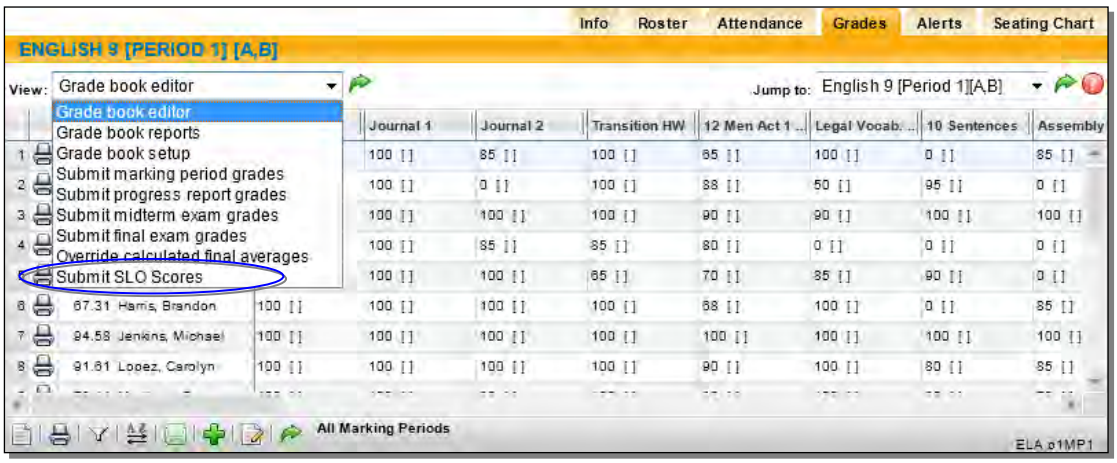
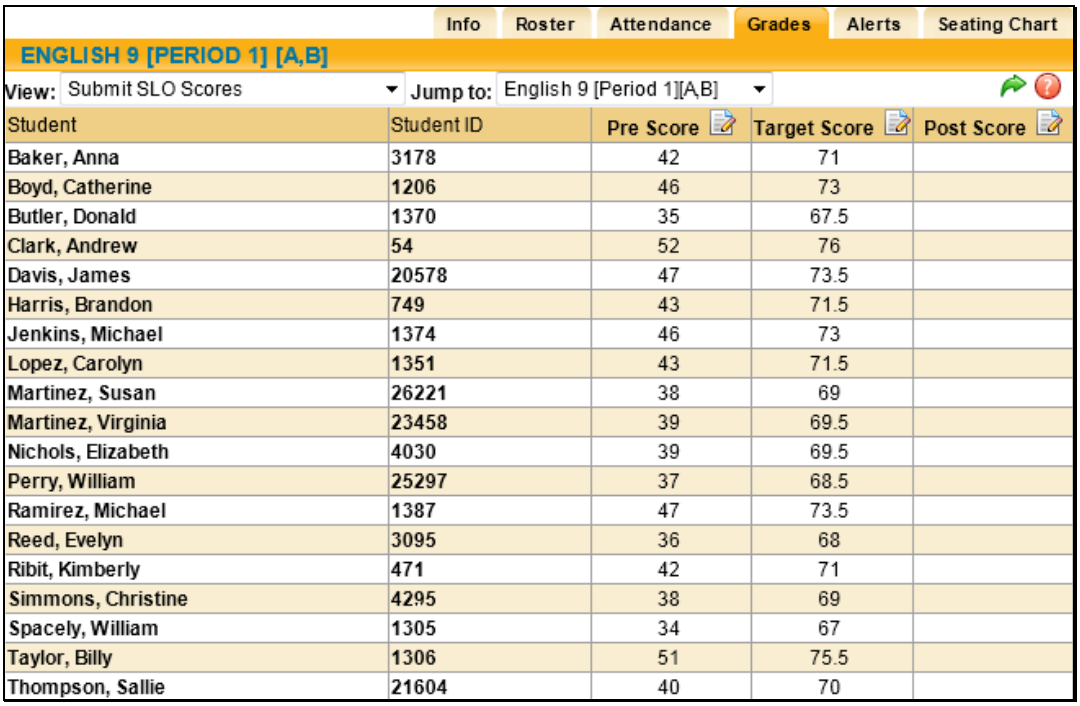
Submit SLO Scores

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 buttons for each score column to allow users to enter or modify SLO scores.



To enter and submit SLO scores, click the Edit button in the appropriate column.



Student	Student ID	Pre Score	Target Score	Post Score
Baker, Anna	3178	42	71	
Boyd, Catherine	1206	46	73	
Butler, Donald	1370	35	67.5	
Clark, Andrew	54	52	76	
Davis, James	20578	47	73.5	
Harris, Brandon	749	43	71.5	
Jenkins, Michael	1374	46	73	
Lopez, Carolyn	1351	43	71.5	
Martinez, Susan	26221	38	69	
Martinez, Virginia	23458	39	69.5	
Nichols, Elizabeth	4030	39	69.5	
Perry, William	25297	37	68.5	
Ramirez, Michael	1387	47	73.5	
Reed, Evelyn	3095	36	68	
Ribit, Kimberly	471	42	71	
Simmons, Christine	4295	38	69	
Spacely, William	1305	34	67	
Taylor, Billy	1306	51	75.5	
Thompson, Sallie	21604	40	70	

Enter scores and click Save to submit the grades or click Cancel to return without saving.

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

ENGLISH 9 [PERIOD 1] [A,B]

View: Submit SLO Scores Jump to: English 9 [Period 1][A,B]

Student	Student ID	Pre Score	Target Score	Post Score
Adams, Gerald	1375	42	71	
Barnes, Pamela	816	46	73	
Cox, Brian	4061	35	67.5	
Garcia, Barbara	2875	52	76	
Green, Barbara	806	47	73.5	
Jones, John	51	43	71.5	
Lopez, Kelly	826	46	73	
Martinez, Katherine	21024	43	71.5	
Miller, Judy	804	38	69	
Miller, Susan	4045	39	69.5	
Moore, Linda	18170	39	69.5	
Perry, Ruth	773	37	68.5	
Smith, Dorothy	344	47	73.5	
Turner, John	2866	36	68	
Walker, Carol	536	42	71	
Williams, Karen	739	38	69	
Williams, Paul	774	34	67	
Williams, Phyllis	159	51	75.5	
Wright, Jennifer	808	40	70	

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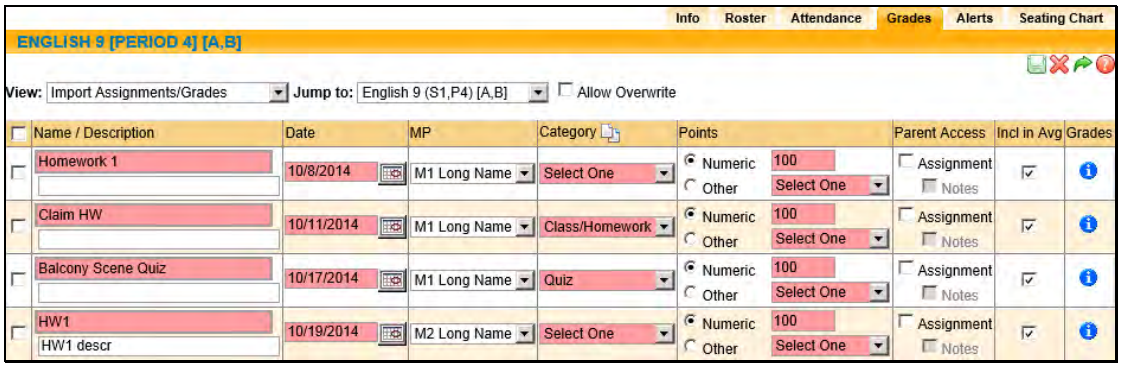
Import Assignments and Grades

The Import Assignments and Grades screen allows teachers to quickly add assignments and associated grades to a grade book after the data has been sent from another system(such as an LMS). Assignment data will be sent to school**tool** behind the scenes and will automatically appear on this screen when available. Teachers can then review the information and add it to their grade books. After importing to the grade book, these assignments will behave like any other assignment in the grade book editor.



To add assignments and pending grades to the grade book editor, use the checkboxes to select the assignment(s) you wish to import. Modify fields as needed, being sure to select values for all required fields. Click the Save icon to import the selected assignments and any pending student grades, or use the Discard button to remove selected assignments without importing.

Hover over the Grades button to see the number of pending grades in a mouse over, or click on it to see a list of pending student grades.

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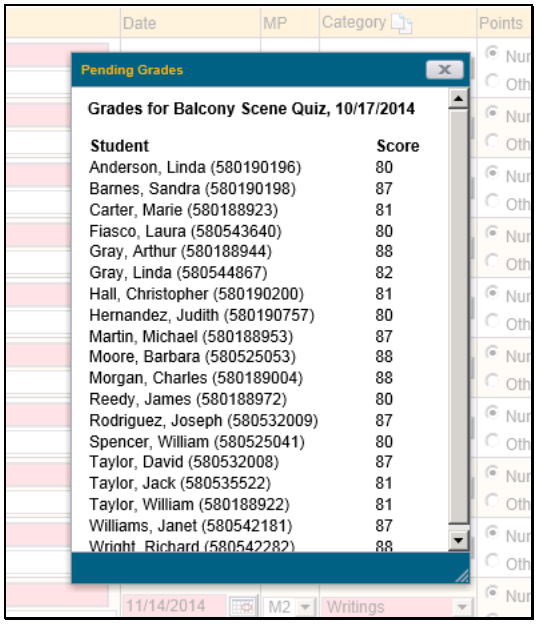
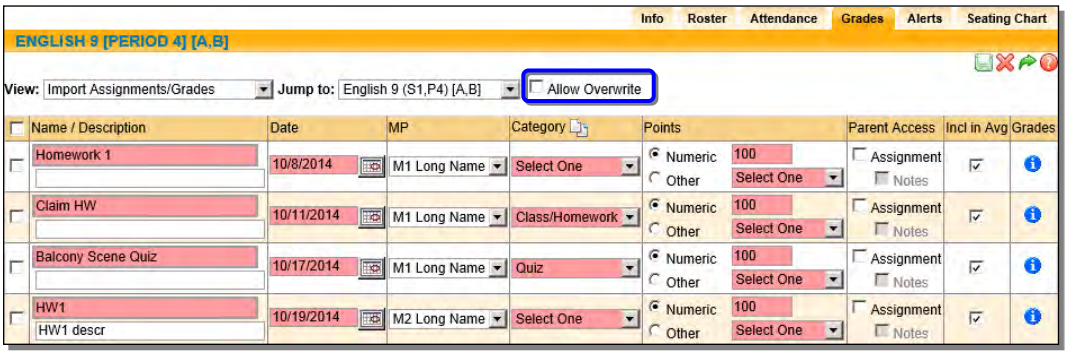
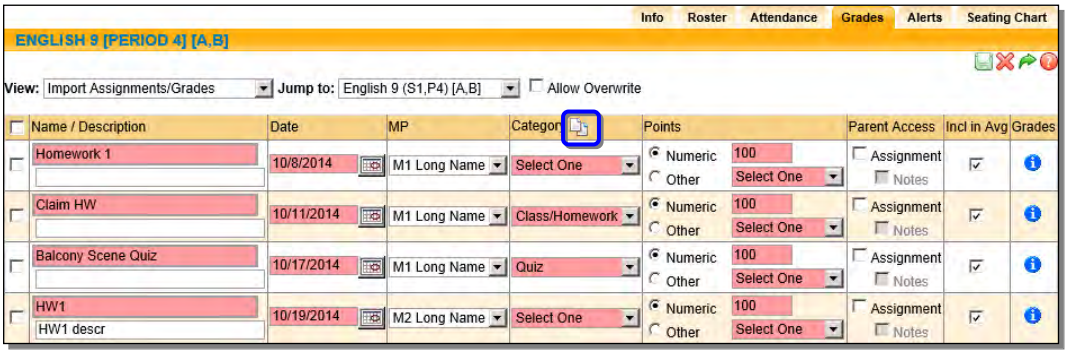


If the grade book already contains a matching assignment (an assignment with the same name and date), or if students already have scores for that assignment, you will receive an error indicating that duplicate data already exists. You may discard the pending changes or, if you wish to import, you may use the “Allow Overwrite” option to import assignments and/or grades anyway (this will overwrite existing data).



The Batch Adjust Category button allows you to quickly set all assignments to the same category.



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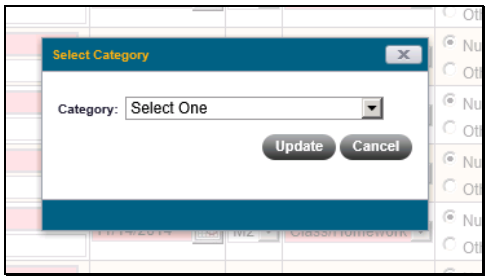
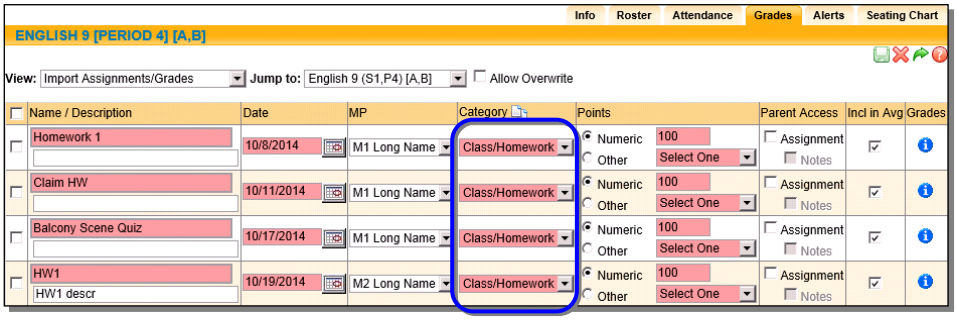
Select the appropriate category from the drop-down and click **Update** to set this category for all assignments on the screen.



Keep in mind that batch adjusting the category will change *all* assignments on the screen, not just those that are checked.



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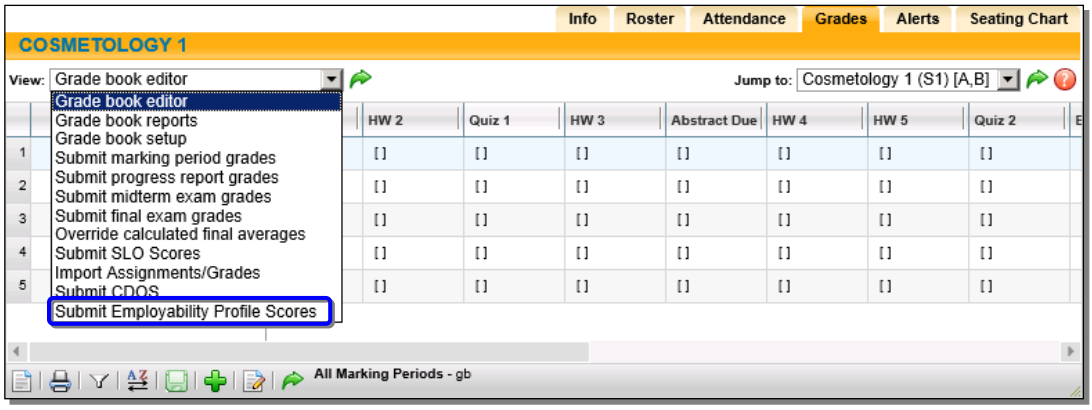
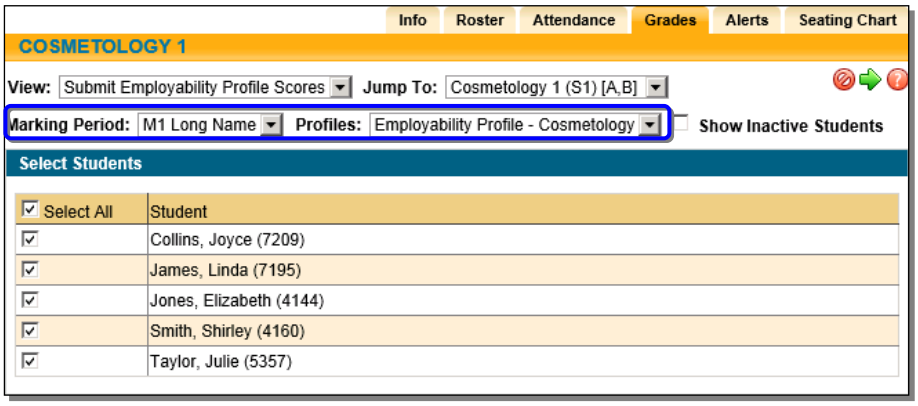
Submit Employability Profile Scores

To submit scores for Employability Profiles:

Select Submit Employability Profile Evaluation from the View menu.



Select the appropriate marking period and Employability Profile for which you wish to submit scores.



Select students from the list and click Next.

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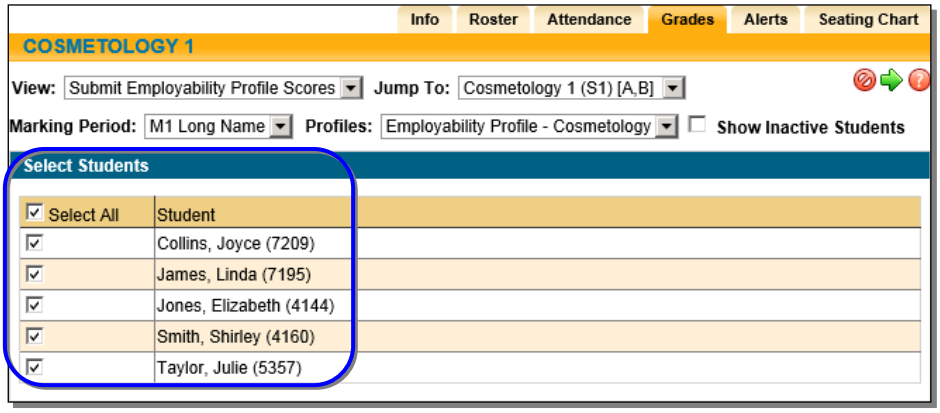
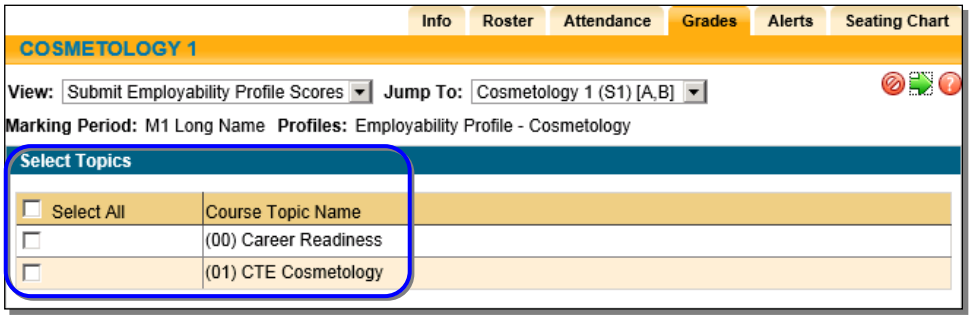
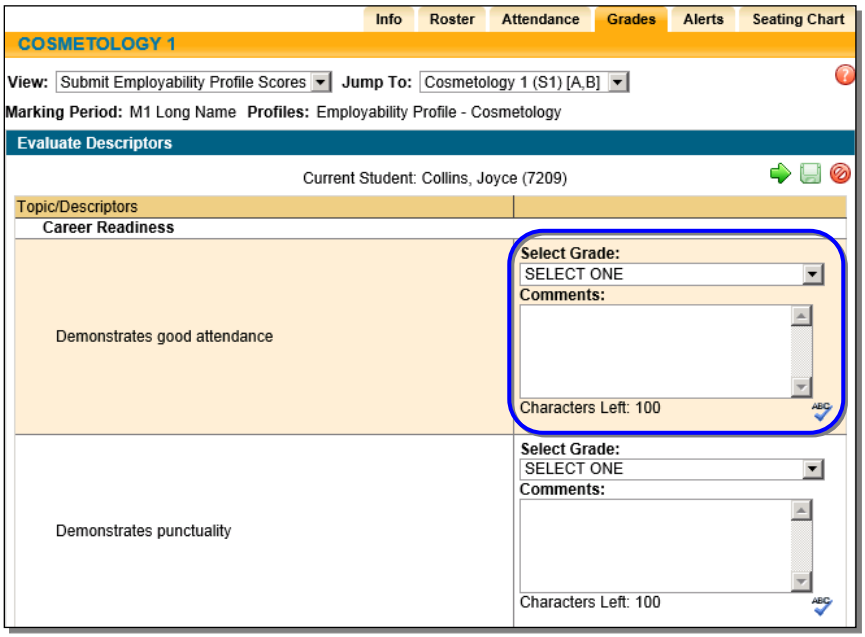


Select course topics and click Next.



Enter scores and/or comments for each descriptor for the first student.



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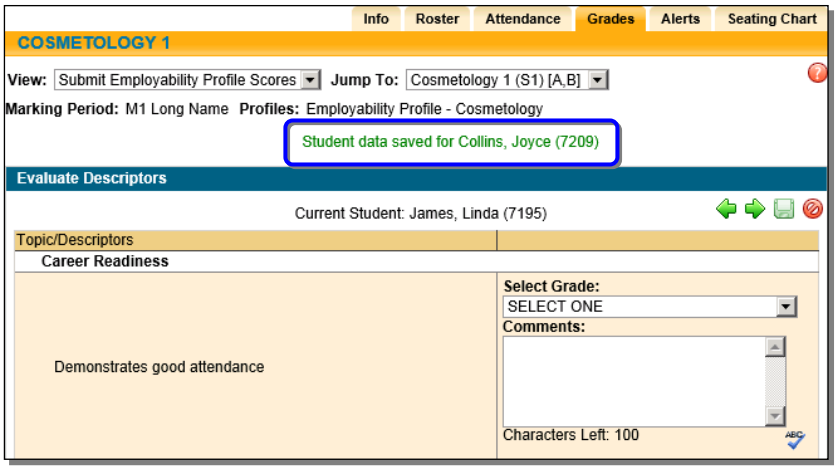
Click Save and Next to submit and move to the next student, or Save and Exit to save and return to the beginning. A confirmation message will appear when data has been saved for the previous student.



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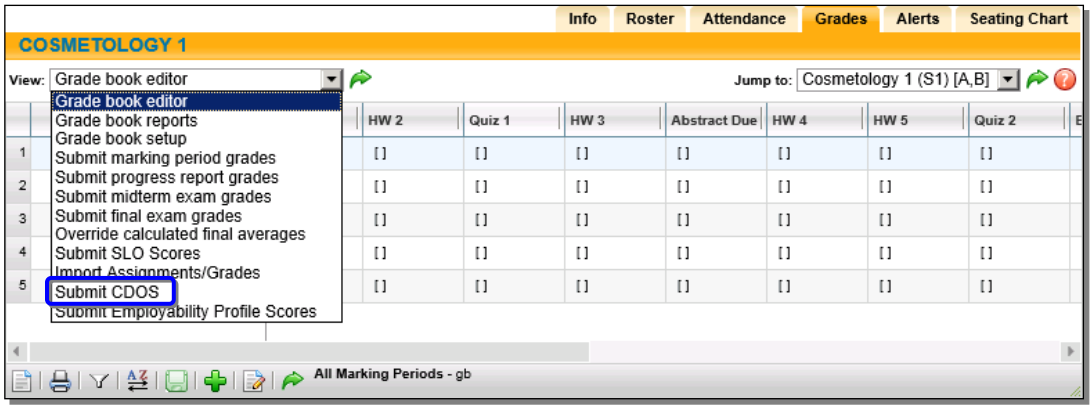
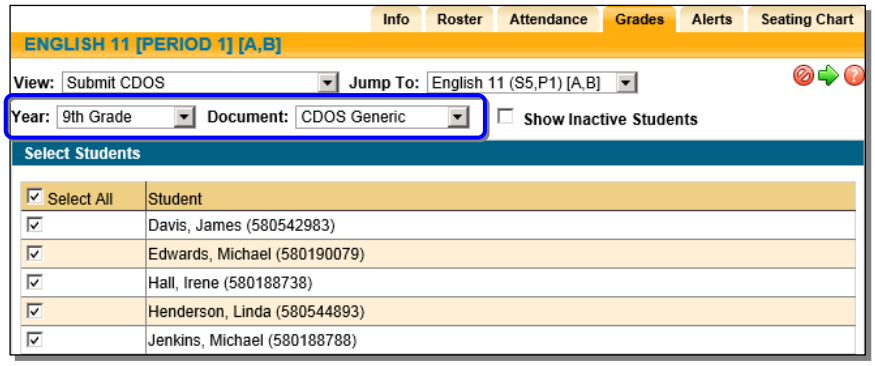
Submit CDOS

To submit data for CDOS:

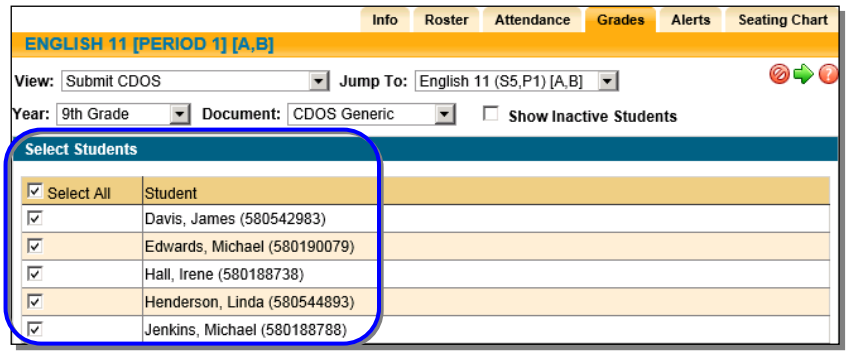
Select Submit CDOS from the View menu.



Select the year (9th Grade, 10th Grade., etc.) and CDOS document.



Select students and click Next.



Select course topics and click Next.

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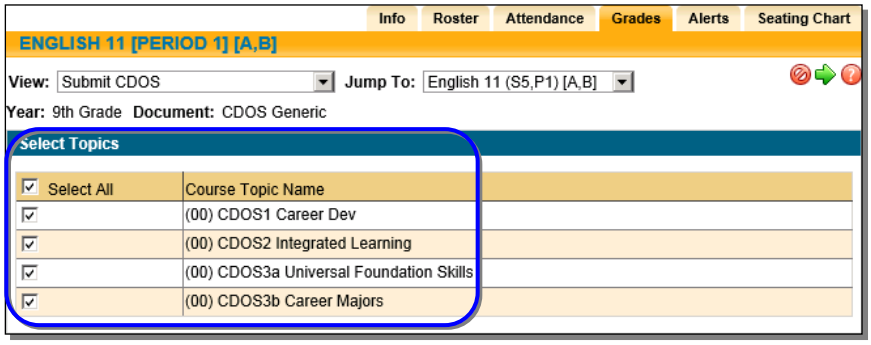
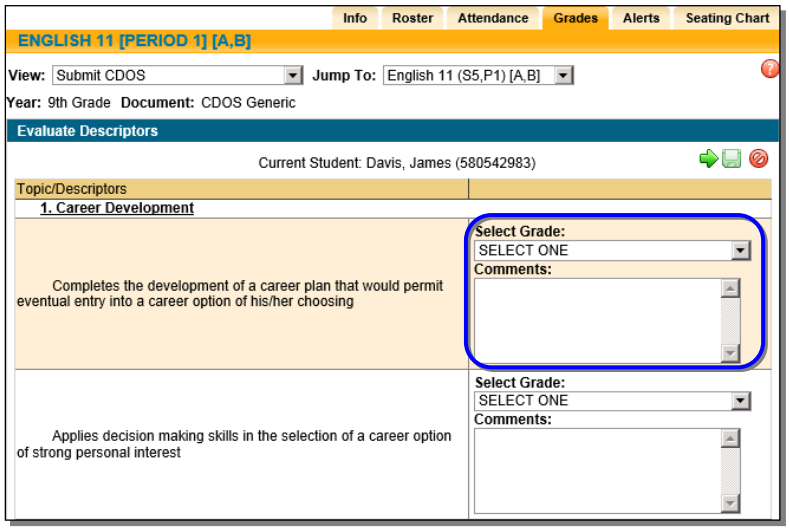
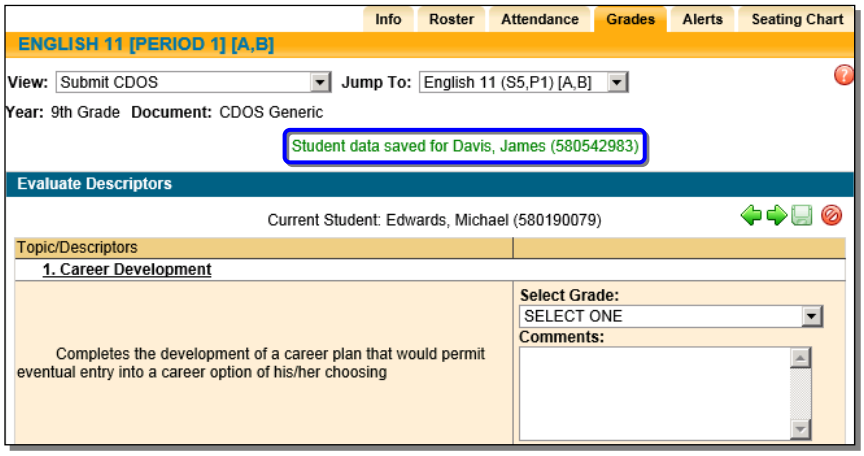


Enter evaluation data for each descriptor.



Click Save and Next to submit and move to the next student, or Save and Exit to save and return to the beginning. A confirmation message will appear when data has been saved for the previous student.



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End of Year Grading FAQs

Question: What final grading tasks do teachers need to complete at the end of the year?

Answer: At the end of the year, teachers have three (3) specific tasks to complete all grading.

1. Enter and save final marking period (i.e. Quarter 4 or Trimester 3) grades. Follow the steps in the Submit Marking Period Grades section or complete the procedure as you've done for all previous marking periods.
2. Enter and save final exam grades. These could be local finals which are used in final average calculations, or Regents exams. Follow the steps in the Submit Final Exam Grades section.
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 found in the My Home > Reports tab.

Note: If a teacher wishes to change a final grade which was calculated by schooltool, they may use the Average Override feature. Follow the steps in the Override Calculated Final Averages procedure for more information.

Note: To remove the calculated final average, use the Average Override to remove the final grade. The report card will display a blank in the average column.

Question: How do I enter final exam grades?

Answer: From your My Home class list, select a course. When the course Attendance tab appears, select the Grades tab. When the Grades tab appears, open the View menu. Select Submit final exam grades. The screen will refresh with your list of students and entry fields where final exam grades can be entered. Enter and save your grades. Refer to the Submit Final Exam Grades procedures for more information.

Question: How do I mark a student as exempt from a final exam?

Answer: A state final exam can be marked as Absent, Unscorable, or Exempt.

Question: How do I enter final averages?

Answer: You don't. Schooltool does this for you. After you have submitted and saved grades for the final marking period, and any final exam grades, schooltool automatically calculates the final average.

Question: How do I designate that a final grade should be a grade note, such as "incomplete" or "medical"?

Answer: There is no way to select a grade note as the final grade. Instead, use the Average Override feature to remove the pre-calculated alpha or numeric grade value for the student. Once the Average Override is saved (either as NONE (for alpha grading) or blank (for numeric grading)), the student's report card will show a blank for that grade, indicating the final grade is incomplete.

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Question: How does schooltool calculate final averages for a course?

Answer: In most cases, the final average is based on the marking period grades and a final exam grade. Final exams can be designated as a percent of the final grade; if this is set up in the Course Catalog, the formula will consider the percentage and figure the appropriate average. If there is no final exam, the final grade will be based on the marking period grades.

Question: Where can teachers go to see final averages calculated by schooltool?

Answer: There are two places. Teachers can use the Grade Verification Report found in their My Home > Reports tab which show the calculated averages for each student, or in the Grades tab of a course, teachers can change the view to see the Average Override screen. This screen displays the schooltool – calculated final average, which takes into consideration final exam grades and all marking period grades. Refer to the article on Calculating Horizontal Averages for more scenarios.

Question: Is there a report teachers can use to review final averages?

Answer: Yes. In a Teacher's My Home area, there is a Reports tab. The Reports tab contains a report called "Grade Verification." View this report for the final marking period (semester 2, trimester 3, quarter 4) to see all previous marking period grades, final exam grades, and final calculated grade.

Question: How does schooltool display the final average if one of the marking period grades is a grade note, such as "medical," "incomplete," "audit," etc?

Answer: The system will not calculate a final grade because one of the marking period grades is missing. Refer to the Knowledge Base for more information.

Question: If my final grades are numeric, what happens if I erase a final grade in the Average Override area?

Answer: If you replace a final grade with a blank field, then the student's final grade on the report card will appear blank.

Question: If my final grades are letters instead of numbers, what happens if I replace a final grade with NONE in the Average Override area?

Answer: If you replace a final grade with an alpha value of NONE, then the student's final grade on the report card will appear blank. If you convert your letters to numeric grades, then the final grade will appear as a numeric value on the report card.

Question: Can I use Average Override to change marking period grades?

Answer: No. The Average Override feature only affects the final grade, which appears on a report card or transcript at the end of the course.

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