

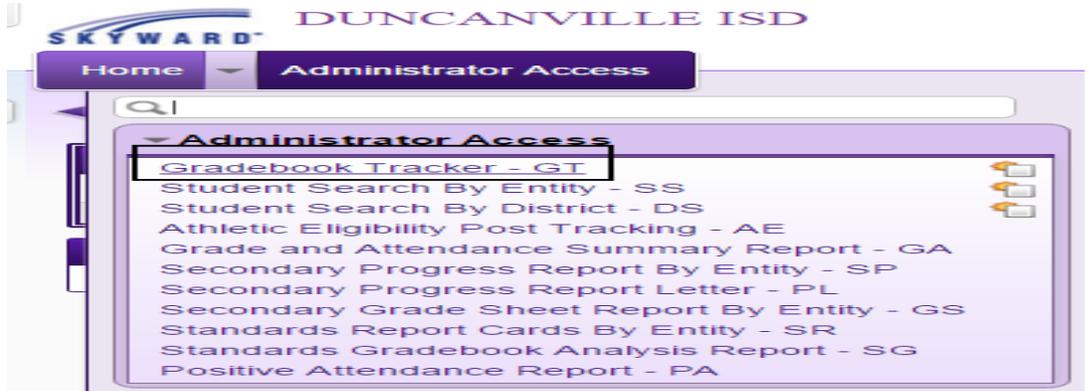
How to Monitor Gradebook Tracker

Gradebook Tracker allows you to view teachers' gradebooks and also to track how the gradebooks are being used.

Begin in **Educator Access Plus**



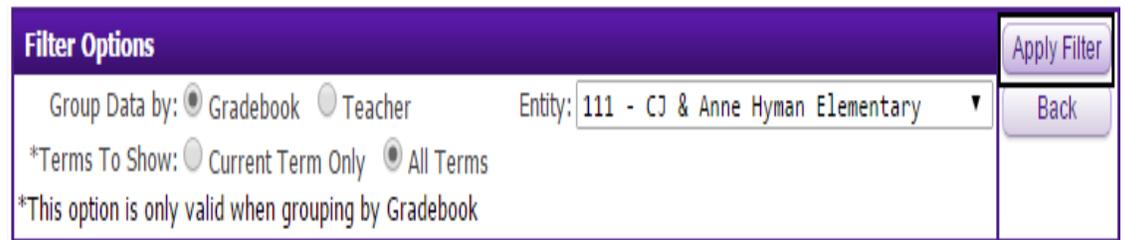
Click: **Administrator Access**
 Click: **Gradebook Tracker**



Group Data by – **Gradebook or Teacher**

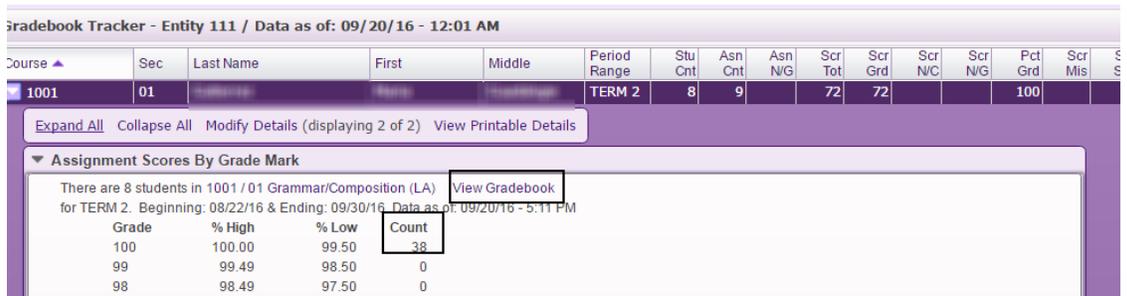
Terms to Show
Only available when you group data by Gradebook

Click: **Apply Filter**



When you expand the course you will see the number counts of the grades assigned for the Grading Period.

Click: **View Gradebook** to see teachers' gradebook



From here you can monitor the number of assignments the teacher has assigned.

Writn W03-E 09/09 DLY	Spelli W03-E 09/09 DLY	Nouns W02-E 09/02 DLY	Spelli W02-E 09/02 DLY	CSP W02-E 09/02 DLY	Nouns W02-W 08/31 DLY	Spelli W01-E 08/26 DLY	CSP W01-W 08/24 DLY
100	100	100	90	90	100	70	90
90	100	100	90	90	100	100	90
90	100	100	100	100	100	100	100
100	100	100	100	100	100	100	100
90	100	100	90	90	100	100	90
+	+	+	+	+	+	+	+
70	100	70	85	70	70	70	90
100	100	100	95	90	100	100	90
70	100	100	90	90	100	100	90
+	+	+	+	+	+	+	+

How to Monitor Gradebook Tracker

The next option is to view by **Teacher/Current Term**

Filter Options

Group Data by: Gradebook Teacher Entity: 111 - CJ & Anne Hyman Elementary

*Terms To Show: Current Term Only All Terms

*This option is only valid when grouping by Gradebook

Apply Filter
Back

This view gives you a lot of information such as:
Number of Classes, Student Counts, Assignment Counts.

Click: **Gradebook** to view the teacher's gradebook.

Click: **Course Section** to see Enrollment Stats or Grade graphs

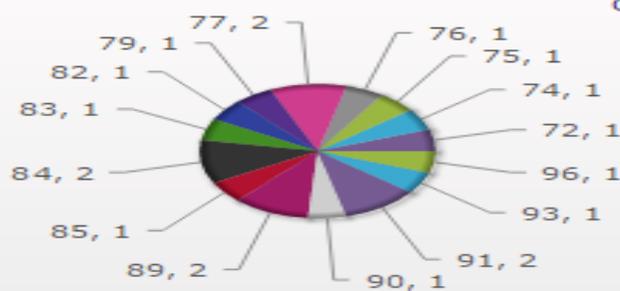
Last Name	First	Middle	Nbr Classes	Stu Cnt	Asn Cnt	Asn NG	Scr Tot	Scr Grd	Scr NIC	Scr NG	Pct Grd	Scr Mis	Scr SIC	Asn NP	YTD Asn	YTD NG	Pct Scr	Exc Abs	UnExc Abs	Tdy	Other Abs	Nbr Off	FIA Logins	Last Assign Scored
			7	136	40	4	776	669		107	86	107		40	4	90						4		09/15/16 Thu

CourseSection	Period	Stu Cnt	Asn Cnt	Asn NG	Scr Tot	Scr Grd	Scr NIC	Scr NG	Pct Grd	Scr Mis	Scr SIC	Asn NP	YTD Asn	YTD NG	Pct Scr	Exc Abs	UnExc Abs	Tdy	Other Abs	Nbr Off	FIA Logins	Due Date of Last Scored	
500105 GramComp (LA)	Gradebook TERM2	19	8	2	152	110		42	72	42		8	2	75						1		09/09/16 Thu	
500106 GramComp (LA)	Gradebook TERM2	20	8	2	160	107		53	66	53		8	2	75								09/09/16 Thu	
500205 Reading	Gradebook TERM2	19	8		152	145		7	95	7		8		100						1		09/13/16 Tue	
500206 Reading	Gradebook TERM2	20	8		160	158		2	98	2		8		100								09/13/16 Tue	
500605 Social Studies	Gradebook TERM2	19	8		152	149		3	98	3		8		100							1		09/15/16 Thu
501005 Reading Level	Gradebook TERM2	19																			1		
501006 Reading Level	Gradebook TERM2	20																					

Enrollment Stats

	Term 1	Term 2	Term 3	Term 4
Enrolled	23	23	23	23
Females	11	11	11	11
Males	12	12	12	12

TERM 2 Grades



Graph Options

Click: **Gradebook Usage Report**

Filter Options

Gradebook Usage Report

Message Center Usage Report

Click: **Add**

The file is sent to the Print Queue where you can **Click Display Report**

The Gradebook Usage Report provides a summary of usage by teachers/staff within an entity. This report can also include information on the number of assignments, the average student performance and other course statistics.

Report Ranges

- Print Classes in Entity – Choose which Entity for which classes should print.

Filter/Sort

- By Class/Teacher - Select whether to sort based upon Class or Teacher.
- By Range – Allows to you to determine the range of classes/teachers that will print on the report.
- By Individual – Allows you to select individual teachers for this report.

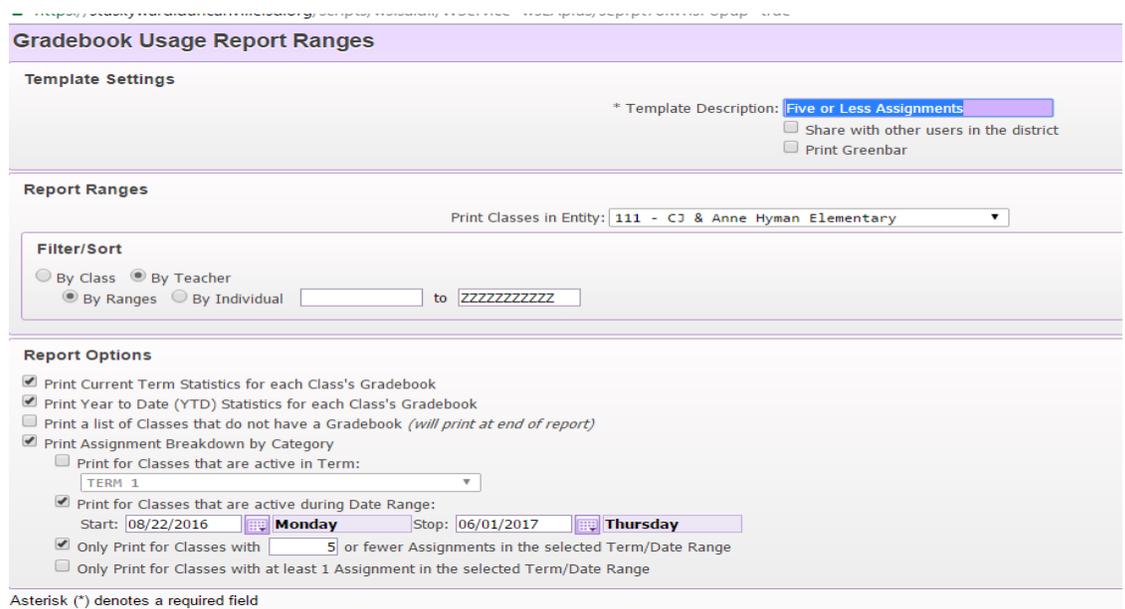
Report Options

- Print Current Term Statistics for each Class's Gradebook – This option will display the statistics next to the class when grouping data by Gradebook.

How to Monitor Gradebook Tracker

- Print Year to Date (YTD) Statistics for each Class’s Gradebook – If this option is selected, you will see statistics on assignments created in the gradebook. This option will display the last date and time a teacher scored an assignment.
- Print a list of Classes that do not have a Gradebook – This option will display a list of classes where the teacher has not opened the gradebook at least once to create a Gradebook Record.
- Print Assignment Breakdown by Category – If this option is selected, it will display the category, the number of assignments for the category and also the average percentage earned per category by the class.
- Print for Classes that are active in Term – Allows you to select the term looked at to determine if the class displays on the report.
- Print for Classes that are active during Date Range – This option allows you select a date range to determine the classes printing on the report.
- Only Print Classes with ___ or few Assignments in the selected Term/Date Range – This option allows you to determine the classes that print based upon the number of assignments created in the gradebook.
- Only Print for Classes with at least 1 Assignment in the selected Term/Date Range – By selecting this option, only classes actually using the gradebook will display on the report.

Click **Save and Print** after ranges have been selected.



Gradebook Usage Report Ranges

Template Settings

* Template Description: **Five or Less Assignments**

Share with other users in the district
 Print Greenbar

Report Ranges

Print Classes in Entity: **111 - CJ & Anne Hyman Elementary**

Filter/Sort

By Class By Teacher

By Ranges By Individual

to **ZZZZZZZZZZ**

Report Options

Print Current Term Statistics for each Class's Gradebook

Print Year to Date (YTD) Statistics for each Class's Gradebook

Print a list of Classes that do not have a Gradebook *(will print at end of report)*

Print Assignment Breakdown by Category

Print for Classes that are active in Term:
 TERM 1

Print for Classes that are active during Date Range:
 Start: 08/22/2016 **Monday** Stop: 06/01/2017 **Thursday**

Only Print for Classes with **5** or fewer Assignments in the selected Term/Date Range

Only Print for Classes with at least 1 Assignment in the selected Term/Date Range

Asterisk (*) denotes a required field